



TRINIDAD & TOBAGO

THE HOME OF

*Carnival*

Calypso • Steelpan & Mas

2022

APPLICATION  
FOR  
MEDIA  
ACCREDITATION

## National Carnival Commission of Trinidad and Tobago ACCREDITATION FORM

*A separate form must be filled for each person / company to be accredited and must be returned to the NCC. All information provided must be accurate.*

Individual to be Accredited: \_\_\_\_\_  
First name Surname

Name of Company: \_\_\_\_\_

Local Address: \_\_\_\_\_

Legal Status (Company) \_\_\_\_\_

Local ID#: \_\_\_\_\_ Local DP#: \_\_\_\_\_

**(Please provide a copy of one (1) Photo ID)**

PP#: \_\_\_\_\_

Foreign Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*\*\*\*\*INDICATE CATEGORY FOR WHICH ACCREDITATION IS REQUIRED AND PRINCIPAL INTEREST\*\*\*\*\***

PRINT     PHOTOGRAPHY     VIDEO     RADIO/TV     WEBSTREAMING     SOCIAL MEDIA

<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>
<input type="checkbox"/> News	<input type="checkbox"/> Commercial	<input type="checkbox"/> Commercial DVD / Streaming	<input type="checkbox"/> News	
<input type="checkbox"/> Research	<input type="checkbox"/> Stock	<input type="checkbox"/> Research		
	<input type="checkbox"/> Archives	<input type="checkbox"/> Documentary		
	<input type="checkbox"/> News			

**\*\*\*\*\*PLEASE INDICATE EVENTS\*\*\*\*\***

<input type="checkbox"/> PAN	<input type="checkbox"/> MAS	<input type="checkbox"/> CALYPSO	<input type="checkbox"/> NCC	
<input type="checkbox"/> Individuals	<input type="checkbox"/> King & Queens Prelims	<input type="checkbox"/> Kaisorama Finals	<input type="checkbox"/> Brass Bacchanal	<input type="checkbox"/> Calypso Fiesta Dimanche Gras
			<input type="checkbox"/> Regional	

***Purpose of Coverage (Please attach a separate sheet if needed):*** \_\_\_\_\_

**Signature of Applicant**

**Date**



## **ACCREDITATION TERMS AND CONDITIONS AND GUIDELINES FOR MEDIA ACCREDITATION**

**Accreditation by the NCC is only for access to the venue and use of facilities provided for accredited persons.  
It does NOT constitute a licence or permission for use of Intellectual Property Rights.**

### **1. General**

These terms and conditions and / or regulations apply to all media practitioners accredited by the National Carnival Commission of Trinidad and Tobago (hereinafter referred to as NCC) in respect of shows and / or events produced and / or organized under the auspices of the NCC. The NCC reserves the right to amend and / or change these terms and conditions and / or regulations at any time, and will notify accredited persons accordingly. NCC reserves the right to withdraw accreditation at any time for any breach of these terms and conditions.

### **2. Accreditation Process**

The application form completed for accreditation, and the information provided thereon shall be read with and form part of these terms and conditions and / or regulations. Any person who fails to complete the application form and / or provide information requested shall not be eligible for consideration. Any information provided on the said form which is erroneous, misleading, ambiguous or otherwise not consistent with bona fide completion, shall not be read so as to deprive the NCC of any alternative and / or additional remedy available under law. Individuals seeking accreditation are required to provide the NCC with two passport size photographs. Companies seeking accreditation of employees must attach to the application form a letter signed by an authorized officer, stating the names and the number of persons on whose behalf the application is being made, and **two passport photographs (4.5x3.5 cm)** of each person. Accreditation is at the discretion of NCC and completion of the application process does not guarantee approval of application.

### **3. Access to facilities**

Accredited persons are allowed entry into shows and / or events promoted or organized by, and / or facilities occupied by the NCC in which the shows or events are being held, but are not permitted access to restricted areas. Such persons must wear, **in such a way as to be easily visible**, any items of clothing and / or badge and / or other form of identification attesting to the accredited status.

Such clothing and / or badge and / or other forms of identification shall be worn at all times during shows and / or events, and while the accredited person is inside the NCC facilities. Failure to display evidence of accreditation could result in denial of entry, or if such a person has already gained entry, removal from the show and / or facility. Where requested by the NCC officials, accredited persons must produce evidence of accreditation.

**Accreditation or accredited status is not transferable**, and the NCC may remove any person from any show and / or event and / or facility, other than those for whom accreditation had been obtained. The NCC will pursue any and all remedies at law in respect of any person who falsely uses his or her accredited status in shows and / or events in respect of which no accreditation had been granted. A company granted accreditation for a specific number of its employees should in good faith, ensure **that only persons needed to work at a particular show and / or event and / or facility are permitted use of badges allocated**.



Access to the venue may be subject to such measures as may be considered appropriate by NCC, national security personnel, fire department or any other authorized agency for the security and safety of the public or the smooth management of the event. Access to the venue may, at the discretion of NCC, be refused or withdrawn at any time where an accredited person is behaving in a violent, aggressive or disorderly manner or otherwise causing a nuisance to officials, performers and/or patrons or fails to obey reasonable instructions by NCC or any authorized agency responsible for the safety of the public and control of the event.

#### **4. Liabilities**

Accredited persons using facilities and/or equipment of the NCC must use the utmost care not to cause damage and/or loss. Any loss and / or damage shall be for the account of the person causing such loss and / or damage, or the company which the person represents.

All accredited persons enter and move around the facility at any NCC show or event at their own risk. NCC accepts no liability in respect of any and all incidents causing loss or damage.

#### **5. Third Party Rights**

Unless otherwise agreed in writing, the NCC disclaims all rights to ownership, use and / or exploitation of any intellectual property rights of producers of mas, designers, musicians, performers or other third parties at NCC events. For the avoidance of doubt this agreement **does not** constitute a licence or permission to record, use or otherwise exploit any copyright or other Intellectual Property Rights of producers of mas, designers, music copyright owners i.e. "songwriters, composers, music publishers, musicians, performers, producers of sound recordings or other third parties at NCC events.

An accredited person must, prior to the event, and where required, obtain licences to record and use, in whatever media or form that may be required, the works of producers of mas, designers, musicians, performers or other third parties at NCC events. The only permitted exception is where a media representative is recording an event for the limited purpose of publishing short excerpts for the reporting of current events. Otherwise, an accredited person must show such a licence when requested by an NCC official or any authorized agent of the Producers, Designers, Musicians and others, failing which he or she may be requested to cease recording the event. Accredited persons are encouraged to familiarize themselves with the Copyright Act, Chapter 82:80 of the laws of the Republic of Trinidad and Tobago.

Accredited persons who **intend to record and exploit proprietary rights in any video** and / or **still photograph(s) and / or audio production** at NCC events must obtain from Rights Holders, prior to the event, a licence to record and exploit, in whatever media or form that may be required at any show and / or event promoted or organized by the NCC and shall be responsible for ensuring that they have authorization of the Rights Holders, and making proper arrangements with the Rights Holders **for the payment of fees rights and / or royalties.**

#### **6. Indemnity**

Accredited Persons hereby agree to indemnify and hold harmless NCC, its employees, officers and agents against any loss, claim, costs, expenses, damages, judgments, liabilities arising out of any third party claim or any liability arising from the accredited person's negligence or willful act or omission during any show or event for which accreditation was granted or from a breach of these Terms and Conditions. For the avoidance of doubt, this guarantee and indemnity includes any and all legal expenses incurred by NCC.

#### **7. Still Photographers, Videographers, Audio Crew and Film makers are reminded that No Unauthorized Recording, in any format is allowed during performances.**



8. Accreditation by the NCC is **ONLY** for access to the venue and use of facilities provided for accredited persons. The Rights to record, publish, broadcast or transmit events in any format must be negotiated with the relevant Rights Holders, failing which the NCC will withdraw accreditation without any refund to the accredited person. The media is only allowed to use, without a license, short excerpts of the performance at any event for purposes of re-reporting current events to the extent justified by the informatory purpose.

9.

Note:

(Accredited persons are advised to **ensure** that they obtain licences, when required, from the organisations that actually represent the specific rights desired. This is particularly important where there are more than one organization representing any one category of rightholders / owners.)

10. Accredited persons must follow the directions of security personnel, stewards, and duly authorized persons while at the various venues. Photographers and Videographers **will not** be allowed to block the sight lines of patrons and adjudicators at competition events, or persons working with electronic media situated in the designated areas. Photo opportunities are limited to the wings or in the designated areas identified by officials.

11. Brief Interviews may be conducted after performances that allow such time (e.g. Panorama) but will not be allowed to disrupt the flow of any show.

12. Accredited Persons are reminded that the enclosures are exclusive to **Accredited Working Media Only**. Non Media personnel found in these areas without authorization or in breach of these terms and conditions of accreditation, or who have committed any act of misconduct or any act likely to bring the NCC and / or its Stakeholder Partners into dispute or ridicule will be removed from said areas.

**13. Please be advised that due to the Government's mandate to operate all our activities under 'Safe Zone' criteria, we require that all persons involved in executing a successful and safe Carnival to be fully vaccinated, and the original and a copy of their Vaccination Card must be submitted upon application. The originals shall be returned to the applicants.**

**14. All accredited persons will be required to observe all COVID-19 protocols consistent with the pronouncements of the Ministry of Health and the Laws of the Republic of Trinidad and Tobago, including but not limited to the wearing of masks, the washing and / or sanitizing of hands and social distancing. In this regard, accredited persons will be required to follow all instructions from designated NCC personnel.**

15. These Accreditation Terms and Conditions and any dispute or claim arising out of or in connection with them shall be governed and interpreted in accordance with the laws of the Republic of Trinidad and Tobago. Disputes must be submitted to the jurisdiction of the courts of the Republic of Trinidad and Tobago, subject to the right of NCC to pursue any legal proceedings in a competent court in the defendant's domicile, which proceedings shall be governed and interpreted in accordance with the laws of Republic of Trinidad and Tobago.

I have read, understood and agree to the foregoing.

---

*Signature / Company Stamp*

---

*Signature of Applicant*

---

*Signature of NCC*

---

*Date*





**For Official Use Only**

***Pan Trinbago Signature/Stamp*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***TUCO Signature/Stamp*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***TTCBA Signature/Stamp*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

<b>Intellectual Property Protection</b>	<input type="checkbox"/> <b>Copyright</b>	_____	_____
		<b><i>Signature/Stamp</i></b>	<b><i>Date</i></b>
	<input type="checkbox"/> <b>Neighbouring Rights</b>	_____	_____
		<b><i>Signature/Stamp</i></b>	<b><i>Date</i></b>
	<input type="checkbox"/> <b>Works of Mas</b>	_____	_____
		<b><i>Signature/Stamp</i></b>	<b><i>Date</i></b>

**NCC Signature/Stamp:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_





**NCC Official Use Only**

Fees agreed to and Paid:

Yes

No

Amount Due:

Currency Tendered: TT

US

Payment: Cash

Cheque

Card

Card Type: \_\_\_\_\_

Receipt  
No:

\_\_\_\_\_  
***Authorizing  
Signature***

\_\_\_\_\_  
***Date***