

## Photography/Film/Video/Recording Authorization Guidelines and Application

The Hattiesburg Convention Commission has registered trade dress visual and audio rights on all of its premises. In addition, it controls the use of Commission-based imagery or recordings through this policy.

For convenience, the word "recording" as used in these guidelines includes, but is not limited to, video recordings, audio recordings, still photography, motion photography, and digital imaging.

Personal, informal recording is permitted without the signed consent form that follows. All other recordings must adhere to the guidelines below, and submit the following form as noted. This includes, but is not limited to, photography, film, video, or any other recording on or of any HCC campus, building, event, staff, décor, or any part of the site. Further, recording of individuals, groups, and/or products for use in advertising, promotions, or for any publication purposes requires this signed consent form.

### **Recording Guidelines**

Non-personal recording at any Hattiesburg Convention Commission facility must be authorized by the Director of Marketing in advance. The following guidelines will ensure that you are in compliance.

The use of HCC grounds, buildings, and subjects for non-personal photography, film, video, or other recording purposes will be authorized on a case-by-case basis, and may require additional levels of approval, permitting, and/or supervision.

The Director of Marketing is responsible for reviewing and approving requests for permission to conduct non-personal recording at all HCC facilities or involving HCC employees, volunteers, guests, contractors, or other related parties. Due to the extensive schedule of events, as well as proprietary materials (both Commission and Client), it is important to ensure that such recording does not disrupt activities or violate copyright and other protected property. Further, the HCC requires all recording locations and subjects to be identified and authorized in advance (*see form attached*) as a part of the approval process. The HCC requires that recording be submitted in its final form for approval prior to usage. Such approval will be issued by the Director of Marketing and will not be unreasonably withheld.

For more information, or to submit an application, please contact the Marketing and Communications Department at [\(601\) 268-3220](tel:6012683220).

**Permit requests may take up to 7 business days for approval.**

*All images, video, and recordings must comply with any applicable state and federal regulations and a copy of such recording must be provided to the HCC.*

# Photo and Video Consent and Release Form

The HCC must approve photography, film, video, or any other recording on or of any HCC campus, building, event, staff, décor or any part of the site, as well as Commission indicia or imagery that may appear off-site. Further, recording of individuals, groups, and/or products for use in advertising, promotions, or for any publication purposes requires this signed consent form.

**Conditions for Approval:** Project will not disrupt the routine functioning of HCC facilities and will not interfere with guests, patrons, or affiliates and their right to privacy. The recording will not be used in any capacity until review and approval by the Director of the Marketing.

Please complete the following form, and allow 24-48 hours for a response.

First and Last Name: \_\_\_\_\_

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

Production Company/Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Film/Video/Photo: \_\_\_\_\_

Briefly describe the content/scope of the project: \_\_\_\_\_

Location you are requesting: \_\_\_\_\_

Logistical, Equipment, or Staffing needs: \_\_\_\_\_

Date/Time you are requesting to film: \_\_\_\_\_

*\*Your signature below indicates that you have read, understand, and agree to comply with the policies and procedures required by the Hattiesburg Convention Commission including final approval signoff as noted in Recording Guidelines.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HCC Representative

Completed form should be emailed to [marketing@hattiesburg.org](mailto:marketing@hattiesburg.org).