



National Carnival Commission of
Trinidad and Tobago

**APPLICATION
FOR
MEDIA ACCREDITATION**

TRINIDAD & TOBAGO

CARNIVAL

“ No Place Like Home ”

2025



National Carnival Commission of Trinidad and Tobago

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 and true.

Individual to be Accredited: _____
First name _____ Surname _____

Name of Company: _____

Local Address: _____

Local ID#: _____ Local DP#: _____

PP#: _____

(Please provide a copy of one (1) Picture ID)

Foreign Address: _____

Email: _____ Phone: _____ Cell: _____ Fax: _____

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

PRINT PHOTOGRAPHY VIDEO RADIO/TV WEB STREAMING SOCIAL MEDIA

| <u>Purpose</u> | <u>Purpose</u> | <u>Purpose</u> | <u>Purpose</u> |
|-----------------------------------|-------------------------------------|---|-------------------------------|
| <input type="checkbox"/> News | <input type="checkbox"/> Commercial | <input type="checkbox"/> Commercial DVD | <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"/> Semi Finals | <input type="checkbox"/> Kings & Queens Prelims. | <input type="checkbox"/> Calypso Fiesta | <input type="checkbox"/> Dimanche Gras |
| <input type="checkbox"/> Jr. Panorama | <input type="checkbox"/> Jr Parade of Bands | <input type="checkbox"/> Jr. Finals | <input type="checkbox"/> Regional Carnival |
| <input type="checkbox"/> Pan Finals | <input type="checkbox"/> Individuals | <input type="checkbox"/> Kaisorama Finals | |
| | <input type="checkbox"/> King & Queens Finals Jr & Snr | | |
| | <input type="checkbox"/> Parade of Bands | | |

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 license 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 organised 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 authorised 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 organised 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 which 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 accreditation.**



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 authorised 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 authorised 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 damage, or the company for whom the person works.

All accredited persons enter and move around the facility at any NCC show or event at their own risk. Where any loss or damage to equipment and/or property of an accredited person occurs at any NCC show, event and/or venue, NCC will only be liable if its authorised officials caused such loss or damage through their negligence. NCC accepts no liability in respect of all other 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 license 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, obtain a license 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 license when requested by an NCC official or any authorised 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 familiarise 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 use 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 license to record and use, in whatever media or form that may be required at any show and/or event promoted or organised by the NCC and shall be responsible for ensuring that they have authorisation of the Rights Holders and making proper arrangements with the Rights Holder **for the payment of fees rights and/ or royalties.**

6. Indemnity

Accredited Persons hereby agree to indemnify and hold harmless NCC against any loss claim, expense or damage to NCC or each of their employees, officers and agents resulting from a breach of these Terms and Conditions by the Accredited Person. For the avoidance of doubt, this guarantee and indemnity includes any and all legal expenses incurred by NCC.



7. Accredited persons are requested to have their Accreditation Passes in a visible position at all times.
8. Still Photographers, Videographers, Audio Crew and Filmmakers are reminded that No Unauthorised Recording, in any format, is allowed during performances.
9. 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 reporting current events to the extent justified by the informatory purpose.
10. Accredited persons must follow the directions of security personnel, stewards, and duly authorised persons while at the venue. 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 area. 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 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 the area without authorisation or in breach of these terms and conditions of accreditation who has com-mitted an act of misconduct or any act likely to bring the NCC and /or its Stakeholder Partners into dispute or ridicule will be asked to leave.
13. 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* _____

Mas Representative Signature/Stamp _____ *Date* _____

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

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: _____

Authorising Signature

Date