



IMPORTANT INFORMATION FOR MEDIA REGARDING THE OPPIKOPPI “UNKNOWN BROTHER” FESTIVAL

PLEASE READ CAREFULLY

Media applying for accreditation to cover the Oppikoppi “Unknown Brother” Festival must be working or on assignment for regularly distributed industry related publications, programs and related online sites.

PLEASE NOTE

Each individual wishing to cover the Oppikoppi “Unknown Brother” Festival must submit their own application form. Single forms from any media outlet containing multiple staff applicants will NOT be accepted (Unless prior arrangement). Please note this accreditation is for the specific Festival only and does not provide access to backstage or VIP areas or any event after parties.

HOW TO APPLY FOR MEDIA ACCREDITATION

Please fill out the attached form and return to the publicity office via fax/e-mail or post by no later than Friday, 15 July, 2011. We will review your request and contact you regarding the status of your application. Once accredited, you will receive information on access and other key information. For any queries regarding accreditation, please contact -

Tess Manders

Hilltop Live

Fax: (+27) 012 326 0561

Office: (+27) 012 326 0560

E-mail: tessm@hilltoplive.co.za

KEY DATES

CUT OFF DATE FOR MEDIA TO APPLY FOR ACCREDITATION:
NOTIFICATION OF THE STATUS OF YOUR REQUEST:

[Friday, 15 July]
[18 - 22 July]

Please include the following with your application -

PRINT/ RADIO/ NEWS MEDIA

An assignment letter on company letterhead from an editor, producer or program director that states the intention to publish / air your reports.

WEB PUBLICATIONS

The website’s URL, plus a link or copy of a recent article verifying you contribute to the site. The Web publication must be a previously established site that is regularly updated with original and current related news.

PLEASE NOTE

Media accreditation is reserved for working members of the media. Please note that there is a limited number of press passes available. Hilltop Live will accommodate as many media requests as possible. Submission of the following does not guarantee accreditation. Your completed request (along with any required additional information) must be received no later than Friday, 15 July, 2011 for consideration.



MEDIA TERMS AND CONDITIONS

GENERAL

All applicants will be contacted and informed whether their application is successful or not. Success or failure of all media accreditation applications is entirely at the discretion of the publicists. All decisions communicated to accreditation applicants will be final and binding and no correspondence will be entered into. Please note: No media accreditation application will be considered if not completed in full.

Once contacted and informed of a successful accreditation application request, each applicant must reply in writing to confirm his or her attendance. Applicants will then be supplied with accreditation collection information.

APPLICANT OBLIGATIONS

The applicant agrees to:

1. Abide by any terms of entry by the Hilltop Live management
2. Wear any identifying passes at all times during the event.

ACCREDITATION NOT TRANSFERABLE

Accreditation passes may only be carried and used by the applicant and may not be assigned or transferred to any other person.

CONDUCT

The applicant agrees to conduct themselves in a professional manner during the **Oppikoppi "Unknown Brother" Festival**. The applicant agrees not to interfere with other media, artists or the artist's representatives. Media will not be permitted backstage/VIP/artist area or on or side of stage at any time unless pre-arranged with the Hilltop Live publicity team.

ACCREDITATION COLLECTION

Accreditations may only be picked up by the bearer and not by a representative (Unless the accreditation is emailed to the bearer prior to the Festival). Accreditations will only be issued on receipt of valid identification i.e. drivers license or passport.

INFORMATION / REGULATIONS FOR PHOTOGRAPHERS/FILM CREWS

1. Hilltop Live has an official photography team in place.
2. Photographic space is limited and multiple accreditation applications from media outlets / agencies will be considered on a case-by-case basis. All decisions communicated to accreditation applicants will be final and binding and no correspondence will be entered into.
3. Photographers are not allowed to enter the backstage/VIP/artist area or on or side of stage at any time unless pre-arranged with the Hilltop Live publicity team.
4. There will photography pits at the main stages from which photographers will be able to work.
5. Photographers who do not comply with the regulations will have their accreditation withdrawn.
6. Please state **clearly whether you are applying for access to the pit or stage for photography and/or filming**
7. **No live performances may be recorded without the Festival's express prior permission.** Even if granted you will usually need the artist's and where relevant their record label's permissions as well.
8. Any rights granted would normally only be for the specific programme and transmissions/broadcasts proposed to the Festival. No archive use will be allowed.

HILLTOP OPPIKOPPI LIVE

We hope that doesn't sound too formal, but we're sure you will understand that we need to protect other Festival goers, our performers and the integrity of Hilltop Live. But please, please enjoy yourselves!



REQUEST FOR MEDIA ACCREDITATION

Please complete and email this page and the following two (2) pages
ONLY to Tessm@hilltoplive.co.za
by no later than Friday, 15 July, 2011

PLEASE NOTE

Each individual wishing to cover the Oppikoppi “Unknown Brother” Festival must submit their own application form (Unless prior arrangement). Single forms from any media outlet containing multiple staff applicants will NOT be accepted.

Name: _____

Position: _____ Freelance: Yes No

Media Outlet: _____

Address: _____

City/ Suburb: _____ ID/ Passport Number: _____

Country: _____

Direct ph #: (____) _____ Mobile: _____

Fax #: (____) _____ E-mail: _____

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TYPE OF MEDIA (please tick appropriate boxes):

PRINT Daily Weekly Sunday Monthly Quarterly Other
 Newspaper Magazine

Distribution: Regional National International

Circulation: _____ Readership: _____

TELEVISION National Regional Cable International

Network: _____ Program: _____ Timeslot: _____

RADIO Metro Regional National International

Station: _____ Program: _____ Timeslot: _____

ONLINE URL: _____

UNIQUE VISITORS PER MONTH: _____

PHOTOGRAPHERS News Freelance Entertainment Agency

Please include the following with your application -

PRINT/ RADIO/ NEWS MEDIA

An assignment letter on company letterhead from an editor, producer or program director that states the intention to publish / air your reports.

WEB PUBLICATIONS

The website's URL, plus a link or copy of a recent article verifying you contribute to the site. The Web publication must be a previously established site that is regularly updated with original and current related news.

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A complete list of speakers and artists can be located at <https://www.facebook.com/oppikoppifestival> In order to assist you with any interview or specific photo requests, we ask that you advise now of any on ground interview requests you have and we will use our best endeavours to confirm those interviews (including time and location) in the week prior to the Festival.

Speaker requests:

Artist requests:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

I, the undersigned have read and agree to all the terms and conditions

Name: _____ Signature: _____

Date: _____