

Film and Photograph Request Form

Requestor Information

Company Name: _____ Entity Form: _____
Address: _____ State of Formation: _____
City, State, Zip: _____ Phone Number: _____
Contact Person: _____ E-mail Address: _____

Subject Information

HMSHost Facility Desired to be Filmed/Photographed: _____
Desired Dates/Times: _____

- | | | | |
|---|--|--|--|
| 1. Will HMSHost employees be filmed/photographed? | 2. Will HMSHost trademarks/logos be filmed/photographed? | 3. Will other trademarks/logos in HMSHost's facility be filmed/photographed? | *Note: prior to filming/photographing at the facility, Requestor must obtain authorization to film, photograph, record, or reproduce any trademarked images, words, logos, phrases, and other protected materials <u>not</u> owned by HMSHost, including, but not limited to materials owned by the landlord, other tenants and by licensors manufacturers, and distributors of products sold by HMSHost. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes* | |
| <input type="checkbox"/> No | <input type="checkbox"/> No | <input type="checkbox"/> No | |
| | | | |

Please describe the nature of the program or publication in which you wish to use the footage/photographs (commercial vs. non-profit; entertainment vs. reporting; etc.):

You must submit requests for filming/photography 15 days prior to the date you desire to record in an HMSHost facility.

By signing below you acknowledge:

- All film and photography requests are subject to a US\$1,500.00 processing fee payable by check to Host International, Inc. at 6905 Rockledge Drive, Mail Stop 7-1, Bethesda, Maryland 20817, Attn: Jeff Poersch. Your request will not be processed until payment is received. Payment of the processing fee is non-refundable.
- If HMSHost employees will appear in any of your recorded materials, you must obtain the employees' permission to make such recording, in coordination with HMSHost's Director of Operations at the facility.
- If HMSHost intellectual property, such as HMSHost-owned trademarks and logos, will appear in your film/photograph, you and HMSHost will execute a release on HMSHost's form authorizing you to photograph, film, record or otherwise reproduce such intellectual property. HMSHost is not authorized to license third-party intellectual property, such as food & beverage brand trademarks and logos, for use by Requestor; Requestor must contact third-parties directly.
- All activities conducted within HMSHost's facility are subject to HMSHost's landlord's approval; in the event HMSHost's landlord objects to the requested filming/photography, HMSHost shall not be liable for any losses incurred by Requestor.
- Activities within the facility are subject to the landlord's insurance coverage requirements including, at a minimum, that Requestor provide proof of general liability insurance coverage in the amount of \$2,000,000 and umbrella coverage in the amount of \$10,000,000, and that Requestor include both HMSHost and the landlord as additional insureds on its policy. Facility-specific requirements may vary; HMSHost will provide further detail upon receipt of this completed request.

Requestor Signature

Date

For HMSHost Use Only

Processing Fee

- Paid
- Waived

Date: _____

Insurance Requirements

- Satisfied
- Waived

Date: _____

Airport Approval

- Approved
- Rejected

Date: _____

Host Release Agreement

- Completed
- Not required

Date: _____

Request is: Approved Denied

Facility Director of Operations: _____ Phone: _____

Approved Dates: _____

Approved Locations: _____

Comments: