

Request to Tape During 2024 Design & Construction Week

*NAHB and Emerald Expositions require all production companies obtain written permission to tape at IBS and/or KBIS in compliance with the Policy Regarding Videotaping during Design & Construction Week. Please provide the information and documents requested below to submit your request. **Requests for permission to tape must be received Friday, Feb. 2, 2024.** Incomplete requests cannot be considered.*

MEDIA PRODUCTION COMPANY

Date _____

Name _____

Company _____

Address _____

Phone _____

Email _____

Website _____

Program _____

Network _____

Air Dates _____

Description _____

Crew Names/Titles

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Requirements

- Read and will comply with the Policy Regarding Videography and Taping during Design & Construction Week.

- Enclosed an original **General Liability Insurance Certificate** from your production company's insurance company or agent naming the National Association of Home Builders; its Directors, Officers, Agents and Employees; Emerald Expositions; its Directors, Officers, Agents and Employees; and the Las Vegas Convention Center as insureds from **January 26 – February 5, 2023**. This coverage must include contractual liability and product liability coverage against claims for bodily injury and property damage occurring in or upon or resulting from any activities or persons on the premises leased by NAHB and/or NKBA/Emerald Expositions, with combined single limits of liability of no less than \$1,000,000.

- Production companies must submit a letter or email from the programming office of a recognized network or station detailing the assignment, and stating that the production company is at the show to tape for a specific program. Emails should include air date and contact information, and must be sent from a corporate email address. Generic emails such as Gmail/Yahoo will not be accepted.

Please submit your 'Request to Tape' form with required documents to the following address. Your submission must be received by Friday, Feb. 2, 2024, and you will be notified of your approval status within ten business days.

Liz Thompson
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