



*Shooting on Sundance Square property requires specific authorizations and insurance releases. To help make this a fast and easy process, the following guidelines will help walk you through what is necessary. We hope to see you soon in Sundance Square.*

### **Media Photoshoot/Filming Guidelines**

“No Authorizations” necessary if....

- The media outlet is sending a writer or scout to Sundance Square with NO equipment.

“Photo Authorizations” ARE necessary if....

- The media outlet is sending a photo/videographer to Sundance Square with hand-held equipment only. The “photo authorization” can be issued the same day and via facsimile.
- The media outlet is sending a photo/videographer to Sundance Square with equipment held on one tripod. The “photo authorization” can be issued the same day and via facsimile.

“Insurance and Indemnity” ARE necessary if....

- The media outlet is sending a photo/videographer to Sundance Square with “lights,” “microphones,” and “tripods” for equipment and will be shooting within Sundance Square. Insurance and indemnity varies dependent upon which block you choose to shoot. Please call 817-255-5742 for the Sundance Square Marketing Coordinator to expedite your insurance and indemnity forms. (Usually takes 2-3 days on media’s end, approval upon receipt on Sundance Square’s end.)
- Any motor vehicles, film and/or equipment trucks, satellite trucks will be placed on Sundance Square property insurance and indemnity is necessary. Insurance and indemnity varies dependent upon which block you choose to shoot. Please call 817-255-5742 to expedite your insurance and indemnity forms. (Usually takes 2-3 days on media’s end, approval upon receipt on Sundance Square’s end.)

Sundance Square



Page 2

### **Ease of Media Photoshoot/Filming Guidelines**

“For a quick and easy shoot in and around Sundance Square”

- If the media outlet obtains a “photo authorization” and then stays on city sidewalks, they can utilize additional equipment. No insurance and indemnity is necessary. (“City sidewalks” also includes not crossing onto Sundance property, structures, buildings, plaza, etc.)
- If the media outlet obtains a “photo authorization” and then parks their equipment trucks in “on-street” parking meter spaces and then stays on city sidewalks for shoot/interviews they can utilize additional equipment. No insurance and indemnity is necessary.

### **Guidelines to obtain Photo Authorization, Insurance and Indemnity**

- Fill out the attached Photo Shoot and Filming Notification Form and fax it to Sundance Square at 817-339-7139.
- If insurance and indemnity are necessary, please call the Marketing Coordinator at 817-255-5742 with a list of “possible” locations as soon as possible to expedite form processing.

If you have any questions regarding your particular photo/video shoot, please feel free to call the Sundance Square Marketing Department at 817-255-5700.