



## Media Accreditation Guidelines

### Punchestown Festival, Tuesday 30 April to Saturday 4 May 2019

1. All media accreditation applications must be submitted by the **12<sup>th</sup> of April 2019**. No applications can be accepted after this date.
2. Application does not guarantee accreditation.
3. **Freelance applications** must be accompanied by a supporting letter from the publication editor on company headed paper.
4. **Regional and local media** outlet accreditations will be limited.
5. All sections must be correctly and completely filled in – **incomplete forms** will result in delay and possible refusal of application.
6. Successful applicants will receive an email confirmation. Media Passes will be **delivered by post** or left for collection if arranged prior to the event.
7. You will receive immediate notification if the application is **declined**.
8. All accredited media at the Punchestown Festival are requested to comply with and adhere to the guidelines outlined in this section of Punchestown.com and instructions given to them by the Punchestown Racecourse officials and security.
9. All members of the accredited press/photographers are requested to **display/wear their allocated press badge AND photographer bib** once inside the racecourse as there will be increased levels of security on the parade ring, winner's enclosure and track access points. We appreciate your co-operation and patience as we implement this measure.
10. AIR press card holders should access the track through the AIR turnstile but are requested to display their Punchestown press pass once inside the racecourse.
11. It is a condition when issuing accreditation that your press badge has been allocated to you personally and **should not be transferred to another person** under any circumstances. There were a number of incidents in recent years whereby members of the public were in possession of press badges. Each badge is number allocated and identifiable for this reason.
12. **Failure to comply** with conditions of accreditation will result in removal of all privileges and may affect the success of future applications for you and /or company/publication.

Punchestown assess each application individually and reserve the right to decline accreditation applications.

Should you have any queries with the above please email to [info@punchestown.com](mailto:info@punchestown.com) with Media Accreditation Query in the subject line.