



Media Credential Policy

NOTE: By applying for and/or accepting Magical Winter Lights Houston credentials, the media outlet and its individual representatives (hereafter, collectively, referred to as “Accredited Media”) acknowledge receipt of, understand, and agree to abide by the following Media Credential Policy and the Agreement for Use of Intellectual Property.

MEDIA CREDENTIAL POLICY

Media credentials will be issued only to members of the working media, including production personnel, in the radio, newspaper, magazine, television, and social/online industries assigned to cover Magical Winter Lights Houston (hereafter referred to as “MWL”).

- A completed media pass request form is required to obtain a media pass prior to arriving at MWL. The form is only for media organization employees who will be on assignment at the festival and must be accompanied by assignment verification by your supervisor/assignment editor.
- Due to the large volume of credential requests, MWL reserves the right to limit the number of credentials issued and may limit access to specific areas.
- Application for credentials does not guarantee approval.
- Media credential approval for past MWL events does not guarantee approval for the current event.
- Company ID badges or generic press passes are not a valid media pass at Magical Winter Lights. Employees with such passes will not be allowed admission into the festival.
- Requests for credentials must be made at least three days in advance of arrival, using the online credential request application form on MWL's website. Requests may be emailed to info@magicalwinterlights.com.
- You will be notified via email once your media pass request is approved and instructions on entering the event will be provided in the email.
- We will notify festival parking staff of media employees whose media pass requests have been approved, otherwise they will be subject to parking charge. Entrance to the festival ground will only be granted after checking in at the Magical Winter Lights office inside of the Gulf Greyhound Park building.

- Media passes are issued for the day of the assignment only and must be returned to a designated MWL staff member at the end of the night.
- Under no circumstances are credentials intended for sales staff or similar personnel.
- Family members who are not employees should not be included on the media pass request form.
- Media credentials are non-transferable, are issued specifically for the person who was approved through the credential process, and may not be given or loaned to another person for any reason.
- Any media outlet that wishes to change the name(s) of its credentialed staff may do so by making a written request to MWL.
- MWL reserves the right to revoke credential privileges for any reason.
- Misuse of a media credential will result in the immediate loss of the credential, removal from the media areas and the possible loss of future credential privileges for his/her organization.
- A standard credential allows only the bearer free entrance into MWL grounds, including the Chinese Acrobat
- Performances and access into the Carnival and the Dino Zone on designated nights. This credential does NOT provide carnival ride access or Dino Zone rides.
- Applications will be processed only upon receipt of all requested documentation.
- Your organization is responsible for the distribution of this policy information to your staff.

***A media pass is not a comp ticket. Requests for comp tickets for family members will not be accepted. Magical Winter Lights' media policy is created to support the principle of journalistic professionalism.

CREDENTIALS WILL NOT BE ISSUED TO THE FOLLOWING:

- freelancers who are not on specific assignment for an approved media outlet;
- persons at the event solely for the purpose of writing or gathering material for a book or books; and
- representatives from media outlets which have not supplied the requested documentation as outlined above.

*Please agree to the Media Credential Policy when submitting the Media Request Form.