

## **Video Production Terms of Service -**

### **Video Shoot:**

Actual filming times may be shorter than the time the videographer is scheduled to be at your booth. Scheduled shoot times include setup and breakdown of videographer equipment and may vary depending on the type of shoot and the equipment. Setup and breakdown typically take 10-15 minutes each for a standard one camera shoot. The amount of footage a videographer records depends on the amount of activity going on within the booth.

**Standard HD Kit-** includes 1 wireless mic, tripod and 1 light kit (on-camera or external - videographer's choice). The light kit is dependent on the shoot needs. We will only supply an on-camera light unless specifically requested otherwise. Please contact us for additional or specific equipment needs.

### **Delivery of Raw Footage:**

Raw footage is footage captured directly from the camera and is not typically used "as is". In most cases the footage will need to be transferred into an editing program to even be viewable. It is intended to be edited by a professional editor before a final usable version is produced. Raw footage file formats will vary depending on camera equipment and editing equipment used. We will charge \$300.00 for a Half-Day Shoot and up to \$350.00 for a Full-Day Shoot for the conversion of raw footage files to viewable MOV files.

Raw footage such as B Roll is usually shipped within 10 business days from the last day of the trade show. For expedited delivery please contact us.

Online delivery is by **Dropbox**. The maximum file size for online delivery is 2 GB.

Raw footage can be delivered on USB drives or external hard disk drives as well. We generally will use a USB stick for data less than 32 GB and a hard disk drive for data over 32 GB in size.

### **Editing Services:**

We provide a variety of editing services for all videos we shoot. Please contact us for custom editing needs.

### **Production Service:**

We provide a complete suite of video production services for corporate events, product demonstrations, testimonial videos and others, in addition to videos we produce for you at trade shows. Please contact us for details.

### **Project Management:**

For videos being edited, we require feedback to our editors within 10 business days of the end of the show. All projects will be deemed completed if we do not receive customer feedback by that point. A project restart fee of \$225.00 will be assessed to reopen a project for 30 days.

We do not store your raw footage for more than 30 days past the completion of your project. We do offer raw footage/video storage for up to 1 year for \$350.00 per project. This storage will make it easier to edit a new video or modify an existing video that we have produced.