

# Media Rules and Procedures

Pittsburgh International Race Complex welcomes all members of the media to request credentials to any of its spectator race weekends. To obtain credentials, please review the following procedures.

## MEDIA CREDENTIALS

1. Pitt Race will review credential applications for working print, broadcast journalists & still photographers. Internet-only journalists will be considered on a space-available basis depending on the legitimacy & popularity of the website they are representing. Pitt Race reserves the right to limit the number of media credentials issued. You must be 18 years of age or older to apply for a credential. Professional attire required.
2. Please have your supervising editor provide a letter of assignment written on company stationery. The letter must state in what capacity you will be covering the event (i.e., newspaper reporting, radio broadcast, television coverage, online reporting, photography, etc.) and which event you wish to cover.
3. Media credentials are issued to working media only. All credentials are non-transferable and any unauthorized use will subject the bearer to confiscation of the credential and removal from the premises. A request for credentials does not guarantee they will be issued.
4. All freelance credential requests must be submitted by the editor of the publication requesting services. We are unable to credential freelancers unless they are on a specific assignment from a recognized media outlet.
5. All media credentials will include parking in a designated media parking area as space allows. Parking will be determined by the sanctioning body renting the track. Details will be provided with event specific credential confirmation.
6. If more than one credential is needed per media outlet, please specify the nature of the assignment (photo or writing) and complete a separate credential request for each person.
7. Pitt Race reserves the right to immediately revoke event credentials at any time and require exit from the property in the case of any conduct deemed detrimental to the safety of themselves, or others, or to the safe operation of the facility.

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## PHOTOGRAPHER CREDENTIALS

1. Any photographer on assignment from a newspaper, magazine or other publication will be considered for a photographer's pass. Photographers should provide samples of published work.
2. In the interest of safety, there are a limited number of photographer passes that will be issued per publication. If photographers are assigned for different days, please specify which days they will be working the event.
3. Long pants and closed-toe shoes are required for Pit Lane and Trackside access. No shorts, tank tops or open-toed shoes are allowed. Photographers will be issued a Photo Vest that must be worn at all times. Photo Vests may not be shared under any circumstances. All Photo Vests must be returned to Security at the main entrance or the Media Center when departing. If the sanctioning body in charge

of the event being covered requires more strict clothing rules for access to hot areas, those rules must be followed at all times.

4. All photographers must attend a safety meeting at our track (usually held in the morning before on-track activity during events) in order to receive a photo vest allowing trackside access. A signed waiver and written acknowledgement of track photo rules may be permissible at some events in lieu of a safety meeting. Please check your confirmation letter for event specific information.
5. If available photographers will be provided with combination to security padlocks for access to photo areas. Combinations are not to be shared with anyone. Failure to close and securely relock gates may result in immediate revocation of event credentials. Combinations will be provided when you pick up your photo vest.
6. Under no circumstances will crossing the track or any paved areas inside the track fence, standing at or on the tire barriers or jumping fences be allowed. Photographers must obey any instructions from corner and/or track workers at all times or risk immediate revocation of event credentials.
7. Video, film footage and photographs shot on the grounds of Pittsburgh International Race Complex may only be used for legitimate news coverage. There is no commercial photography or solicitation allowed on the premises. Anyone found soliciting on the track grounds will be removed from the premises and lose all privileges for future events.
8. Pitt Race reserves the right to immediately revoke event credentials at any time and require exit from the property in the case of any conduct deemed detrimental to the safety of themselves, or others or to the safe operation of the facility.
9. The use of motorized vehicles is not permitted through any gate. Vehicles need to be parked in the designated parking area.
10. Please review the accompanying Photographer's Track Map, which will indicate approved flag stations. You must remain within a reasonable distance to the corner stations.
11. Only photographers WEARING track issued vests are allowed to work inside the spectator fence. Sharing of vests will result in dismissal. If your publication has a need for additional photographers, please have the editor request them through proper channels.
12. Photographer will be charged \$50 in the event your vest is not returned at the end of the event.
13. No consumption/use of controlled substances is allowed prior to the end of all daily track activities.
14. The private use of any Unmanned Ariel System/Drone is not permitted at Pitt Race. Any other use must comply with Pitt Race Policy and FAA guidelines.

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## DEADLINE FOR REQUESTS

All media credential requests are due no later than 3 days prior to the start of each event. Requests received after the deadlines are not guaranteed approval.

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## CONFIRMATION OF CREDENTIALS

1. Confirmations will be sent via e-mail to the specific person making the request only. No confirmations will be sent one week prior to the event.

2. When you receive your credential confirmation, please review the information and contact us immediately if you feel we have provided you with a credential that does not give you appropriate track access, or if you have other questions.
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## CREDENTIAL PICK-UP

Pitt Race does not mail credentials. Credentials will only be issued at the track upon receipt of a signed waiver and acknowledgement of track photographer guidelines and after presenting proper ID at registration. You cannot sign for another reporter or photographer's pass. Location of registration and hours for credential pick-up will be included with your confirmation e-mail.

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## QUESTIONS

All credential decisions are made by Pittsburgh International Race Complex at its sole discretion. Questions regarding credential procedures and/or types of credentials can be directed to:

Dominic Cincotta, Marketing Director, Pittsburgh International Race Complex, 201 Penndale Rd, Wampum, PA 16157. Phone 724.535.1000. Email- [D.Cincotta@PittRace.com](mailto:D.Cincotta@PittRace.com).



## Unmanned Aircraft Systems Rules and Procedures

1. Unmanned Aircraft Systems (UAS) is defined as any aircraft system that is designed to fly independently of a pilot in the air, to include all associated support equipment, control station, data links, telemetry, communications and navigation equipment etc., necessary to operate the system.
2. Pitt Race does not permit the use of UAS for any commercial means at any time, nor does it allow the use of UAS if the rules of any sanctioning body prohibit the use of UAS during their events.
12. Pitt Race reserves the right to immediately revoke event credentials at any time and require exit from the property in the case of any conduct deemed detrimental to the safety of themselves, or others or to the safe operation of the facility.
15. Any policy concerning the use of UAS at Pitt Race does not supersede the authority of the Federal Aviation Administration.

Pittsburgh International Race Complex  
Media Credential Request Form

- Event/Date Requested (Must be submitted two weeks prior to the event.) \_\_\_\_\_

- Publication/Station Information

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- Managing Editor/Producer Name

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- Publication/Station Web URL

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- Publication/Station Address

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- Publication/Station Phone \_\_\_\_\_

- Publication/Station Fax \_\_\_\_\_

- Reporter/Photographer Name \_\_\_\_\_

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- Type of Credentials Requested

Media Credentials

Photo Credentials

- Reporter/Photographer Email Address \_\_\_\_\_

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- Mobile Phone/On-track Contact \_\_\_\_\_

- Please include a letter of assignment or sample work.

- I have read the Media Rules and Procedures \*

