



To All Parties Appearing as Guests

This letter will introduce you to Quincy Access Television (QATV) and its association with _____, a member of QATV and an independent public access television producer.

Quincy Access Television is a non-profit organization with a Federal income tax exemption under section 501(c) (3) of the Internal Revenue Code. QATV provides for the management and operation of the public access channels, facilities and equipment in Quincy. The purpose of public access television is to increase freedom of expression, diversity of ideas and community communication through the medium of cable television. Since its inception in 1996, QATV has provided Quincy residents, organizations, agencies and institutions with free, non-commercial television production and related services on a first-come, first-served, non-discriminatory basis. These services include video and audio production equipment and facilities, professional assistance and cablecasting of non-commercial public access television programs on three public access cable channels in Quincy. All basic QATV services are offered to persons for a minimal membership fee who reside in Quincy. No QATV service, including training, production consultation, and equipment checkout, studio time or editing time may be sold. Cablecast time (air time) on QATV controlled public access channels may not be sold.

It is important to understand that public access producers are not employed by QATV. They do not represent QATV in any capacity and they cannot make any commitments on behalf of QATV. Their program ideas and production plans are their own. All opinions and viewpoints expressed during the course of any such program are solely those of the producer and do not necessarily reflect the opinions and viewpoints of Quincy Access Television.

The producer cannot offer you either commercial time nor have any commercial content in the public access program. No commercial content is allowed on the public access channels. Commercial content includes, but is not limited to, product placement, advertisement and service descriptions provided in exchange for value of any kind or nature. Commercial content also includes promotion of any individual business, partnership, or corporation by direct or indirect reference or testimonial for the purpose of commercial exploitation. Public access facilities and services may not be used for any commercial purpose.

I _____ have read and understand the policies of Quincy Access Television, and I certify that my appearance is voluntary and informational/entertaining in nature.

Title of Show

Producer Signature

Guest Signature

Date

