



To All Parties Appearing as Guests or Interested in Underwriting Public Access Programming:

This letter will introduce you to Quincy Access Television (QATV) and its association with _____, a member of QATV, and an independent public access 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 public access channels, facilities, and equipment in Quincy. The purpose of public access television is to protect and 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 cable casting of non-commercial public access television programs on three public access cable channels in Quincy.

It is important to understand that public access producers are not employed by QATV. They do not represent QATV in any official 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.

All basic QATV services are offered to persons for a minimal membership fee who reside in Quincy. No QATV service including training, production consultation, equipment checkouts, studio time or editing time may be sold. Cablecast time (airtime) on QATV controlled public access channels may not be sold.

If you are a guest or have an interest in supporting the community programming idea as presented by the above-mentioned producer and choose to make a contribution of goods, or services to that production, that contribution is solely a matter between you and the public access producer. QATV's tax-exempt status is not in any way offered nor can it be used for this purpose.

The producer cannot offer you either commercial time or any commercial content in the public access program. No commercial content is allowed on public access programs. 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.

The only acknowledgement credit allowed for underwriting support (in goods or services) of public access program is listing of the underwriter's name or logo and their address and telephone number at the end of the program. The credit may use a full or partial screen with a plain background or over program video, with or without voice-over to a maximum exposure of 10 seconds. Moving (animated) logos and service descriptions are not permitted. These rules are required because of the non-commercial mandate given to public access under law. The credit shall read: "SUPPORT FOR THIS PROGRAM PROVIDED IN PART BY (names and/or logos of all underwriters).