



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

San Diego International Airport Commercial Filming/Photo Shoot Authorization Policy and Application

POLICY INTENT

The purpose of this Policy is to provide guidance to film crews or other individuals on the procedures involved in conducting commercial filming/photo shoot activities at San Diego International Airport.

GENERAL

The San Diego County Regional Airport Authority administers and operates San Diego International Airport (SDIA), a large hub commercial service airport dedicated to providing air transportation services to the San Diego region. In that the Airport provides an interesting and exciting venue for film projects, it is necessary to establish parameters for its use for commercial filming/photo shoot activities.

COMMERCIAL FILMING/PHOTO SHOOT APPLICATION SUBMITTAL INSTRUCTIONS

The Airport Operations / Landside Operations section at SDIA will process all Commercial Filming/Photo Shoot Applications and issue Commercial Filming/Photo Shoot Authorizations for all related activities conducted on Airport property.

1. Please read all Commercial Filming/Photo Shoot Application documents thoroughly.
2. Complete and submit the Commercial Filming/Photo Shoot Application form in its entirety at least ten (10) business days prior to the Commercial Filming/Photo Shoot activities.



3. Complete and attach Certificate of Insurance Forms.
4. Submit request (Mail or Fax) to:

Terminal Operations Coordinator
Landside Operations Department
San Diego International Airport
P.O. Box 82776
San Diego CA, 92138-2776

Telephone: 619.400.2701
Fax: 619.400.2686

5. The Terminal Operations Coordinator will contact Applicant within two (2) business days, from the date of Application receipt, to discuss the status of the Commercial Filming/Photo Shoot Authorization.
6. The Terminal Operations Coordinator will evaluate film content and scope prior to SDIA granting approval for the use of Airport property. In addition, operational and security impacts, preliminary logistics and an estimated cost to the Applicant will be determined.
7. Coordination meetings will be arranged at the discretion of the Terminal Operations Coordinator.

COMMERCIAL FILMING/PHOTO SHOOT - "PRE-SHOOT" REQUIREMENTS

1. The Landside Operations department will be the initial point of contact for any commercial filming inquiry at SDIA.
2. The Terminal Operations Coordinator will screen the film request to establish the full scope of the filming project and determine its measurable impact. If the request is determined to be valid, the Terminal Operations Coordinator will interface with the appropriate Airport staff. Airport staff will determine the Airport operational impacts and logistics of any commercial filming. In addition, film content will be evaluated prior to SDIA granting approval for the use of Airport property.
3. SDIA will handle all commercial film requests in a timely manner and will attempt to accommodate and coordinate last-minute requests as efficiently as possible. The following guidelines will be adhered to unless other arrangements have been agreed upon:



- A. All meetings shall be scheduled during the regular business hours of Monday through Friday, except for holidays, between 8:00am and 5:00pm. Any meetings or site surveys scheduled during non-business hours must be coordinated at least three (3) business days in advance of the meeting date so that Airport staff scheduling and availability can be evaluated and confirmed.
 - B. Should the site survey require access outside the public areas of the terminals, including but not limited to the airfield environment, Airport staff will provide the appropriate security escort. All security escorts must be coordinated with Airport staff at least three (3) business days prior to the day of the site visit so that Airport staff scheduling and availability can be evaluated and confirmed.
4. SDIA will collect the requisite insurance certificates and additional insured information in addition to other documentation that may be required by SDIA or the San Diego County Regional Airport Authority. Copies of the required documentation must be delivered to Airport staff at least two (2) business days prior to the commercial filming activity. Commercial filming will not be permitted at SDIA until Airport staff receives a copy of the insurance certificate and required additional insured endorsements.
5. The Film Company shall be responsible and reimburse SDIA for any direct expenses incurred by the Airport in support of the commercial filming activity. These costs shall include terminal space rental and professional support services provided by SDIA Airport professional staff. SDIA will invoice the Film Company for these expenses.
6. Prior to filming, the Film Company must attend a mandatory site visit with Airport personnel. Airport personnel will determine if an additional mandatory pre-shoot meeting will be held with the Film Company and Airport personnel to discuss the commercial film activity and associated logistics. Logistics may include, but may not be limited to, shooting schedule, parking requirements (airside and landside), equipment staging (airside and landside), security escorts, contract security, Airport management oversight, public safety issues and public and tenant impact issues.

COMMERCIAL FILMING/PHOTO SHOOT - SUPERVISION REQUIREMENTS

1. Based on the type of filming, duration and logistics involved, SDIA will determine the level of supervision required.



COMMERCIAL FILMING/PHOTO SHOOT - RESTRICTIONS

1. If the film production or photo shoot includes a security checkpoint scene, the following must be adhered to, without exception:
 - A. The Transportation Security Administration (TSA), the federal agency responsible for operation of the security checkpoints, must be contacted and approve of the commercial filming activity at least three (3) business days in advance of the film shoot. A written approval from the TSA may be requested prior to any filming activity.
 - B. Filming of the security checkpoints is permitted only from the public side. **Filming of the x-ray images or security checkpoint equipment or procedures is strictly prohibited.** When filming, the distance of the checkpoint should be sufficient enough for identities to remain anonymous unless the film production is using actors.
 - C. Any commercial filming/photo shoot of a tenant or airline space, including logos or signs, must be approved by the respective tenant or air carrier at least three (3) business days in advance of the film shoot. A written approval may be requested from the respective tenant or air carrier.
2. In the event of an Airport emergency, commercial filming activities may be suspended or curtailed. Failure to comply with the direction of Airport staff in an Airport emergency will result in an immediate revocation of the film permit and the Film Company or individual(s) will be required to leave the SDIA premises.

COMMERCIAL FILMING/PHOTO SHOOT - FEES

1. SDIA will not charge a "Permit Fee" to commercial film companies for filming on SDIA premises. However, other fees may apply as noted herein.
2. The Film Company is responsible for payment of direct expenses or damages incurred by the filming activity. These costs shall include terminal space rental, airfield space rental and the direct cost of Airport personnel involved in the filming activity.



- A. San Diego International Airport will invoice the Film Company for related costs, as appropriate. The Film Company must submit payment within thirty (30) calendar days of bill date. In the event the Film Company is delinquent or no payment is remitted, the Airport will not permit the respective Film Company to film on SDIA premises until the account is settled.



APPLICANT AND/OR SPONSORING ORGANIZATION INFORMATION

Name of organization, group or individual: _____

On-site representative (Name): _____

Applicant (Name): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Cell Number: _____ Pager Number: _____

Fax Number: _____ E-mail: _____

Primary Contact

Secondary Contact

Name: _____

Phone Number: _____

Fax Number: _____

Cell Number: _____

Pager Number: _____

E-mail Address: _____

Other information (as appropriate):



EVENT INFORMATION

Date of Shoot: _____

Time of Shoot: _____

Estimated Duration of Shoot (hours): _____

Type of Filming: Commercial Non-Profit

Method of Filming: Motion Picture Video Still

Detailed Scope of Production (attach additional sheet of paper if necessary):

Requested Location(s) of Shoot:

Location of Activity (check all that apply):	<u>Interior</u>	<u>Exterior</u>
Terminal 1	<input type="checkbox"/>	<input type="checkbox"/>
Terminal 2	<input type="checkbox"/>	<input type="checkbox"/>
Commuter Terminal	<input type="checkbox"/>	<input type="checkbox"/>
Airside	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>



General Area (i.e., by Gate 33, etc.): _____

Estimated Number of People: _____

Estimated Space Requirements:

Equipment Requirements:

Please provide a specific description of equipment including quantity, weight and size (attach additional sheet of paper if necessary):

<u>Equipment Type</u>	<u>Quantity</u>	<u>Weight</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARKING REQUIREMENTS

Landside

Do you require curbside parking? Yes No



Total number of vehicles? _____

Total number of trailers? _____

Estimated duration (hours): _____

<u>Vehicle Make</u>	<u>Vehicle Model</u>	<u>Vehicle Height*</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Note: Maximum vehicle height at the Terminal 2 East roadway/pedestrian bridge is 12'2".**

Airside

Do you require airside parking? Yes No

Total number of vehicles? _____

Total number of trailers? _____

Estimated duration (hours): _____



<u>Vehicle Make</u>	<u>Vehicle Model</u>	<u>Vehicle Height*</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INSURANCE REQUIREMENTS

1. **General:** Applicant agrees to comply with all of the insurance requirements set forth below at all times during the term of this Agreement maintained at its expense the minimum levels and types of insurance described below.

2. **Commercial General Liability:** in the amount of not less than two million dollars (\$2,000,000) per occurrence and either four million dollars (\$4,000,000) general aggregate or two million dollars (\$2,000,000) location specific aggregate in the terminals. If the applicant enters the airside of the Airport, then proof of twenty million dollars (\$20,000,000) Commercial General Liability and Excess Liability is required.

- A. The deductible or self-insured retention shall not exceed five thousand dollars (\$5,000).
- B. The policy shall be endorsed to include the Authority, its agents, officers and employees as additional insureds; the coverage provided to the Authority, as an additional insured, shall be primary.

3. **Commercial Automobile Liability:** Covering Owned, Non-Owned, or Hired Automobiles written on an “occurrence,” not “claims made” basis in the amount of two million dollars (\$2,000,000) combined single limit for bodily injury and property damage; if applicant drives on the secured airfield side of the Airport, then applicant’s coverage shall be in the amount of ten million dollars (\$10,000,000).



4. Worker's Compensation and Employer's Liability: In the amounts required by California State law, but not less than one million dollars (\$1,000,000).

5. Certificate of Coverage: Applicant shall furnish to the Authority certificates of insurance, in the form acceptable to the Authority, coverage for all policies described above upon execution of this Agreement. All such certificates shall indicate that the insurer must notify the Authority in writing at least 30 days in advance of any change in or cancellation of coverage; provided, however, that such certificate shall indicate that the insurer must notify the Authority in writing at least ten days in advance of any cancellation that relates to the non-payment of premiums. Applicant shall mail these certificates and endorsements to:

San Diego County Regional Airport Authority
Landside Operations Department
Terminal Operations Coordinator
P.O. Box 82776
San Diego, CA 92138-2776

INDEMNIFICATION

Applicant shall indemnify, hold harmless, and defend the Authority and its officers, officials, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and court costs, arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of applicant and/or any of its subcontractors, employees, agents, officers and directors, except where caused by the gross negligence or willful misconduct of the Authority.

TERMS OF AUTHORIZATION

I have read and understand the San Diego International Airport Commercial Filming/Photo Shoot Authorization packet. I understand the conditions governing the activities described therein. In order to receive this permit, I have submitted this Authorization in addition to a written statement explaining the session requirements in detail. I understand that failure to comply may result in the revocation of the Commercial Filming/Photo Shoot Authorization.

Applicant Name (Print): _____

Applicant Signature: _____



SAN DIEGO
INTERNATIONAL
AIRPORT

Date: _____