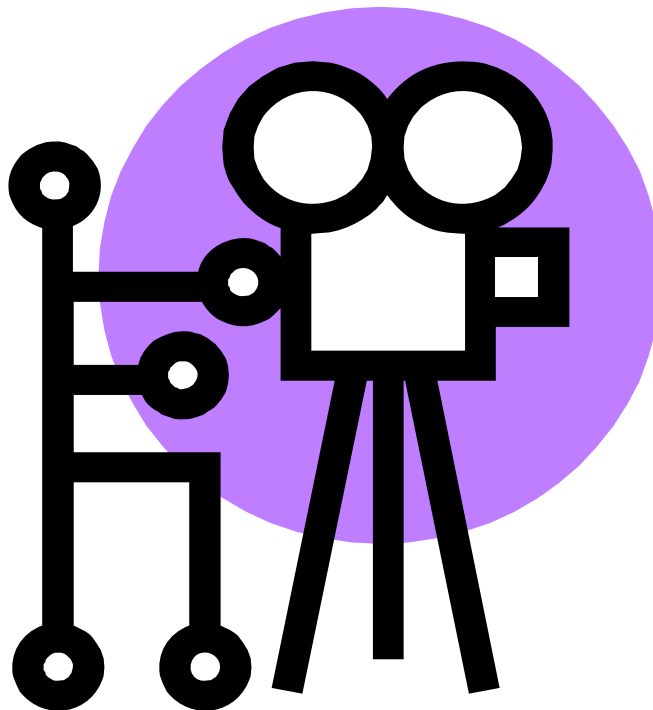


Los Angeles Convention Center

Filming and Media Guidelines Effective January 1, 2009





Los Angeles Convention Center

Filming Information

The attached information outlines the conditions and regulations pertinent to filming and photography projects at the Los Angeles Convention Center. These may not be the only regulations that affect filming/photography at LACC. The following information is included:

- Location Fees
- Licensing
- Security/Damage Deposit and Insurance
- Los Angeles Fire Department and LACC Labor Requirements
- Description of Work
- Props and Building Alterations
- Parking
- Food and Beverage



Los Angeles Convention Center

FILMING AT THE LOS ANGELES CONVENTION CENTER

For the purpose of clarification, “filming” in this policy refers to any and all projects related to filming or photography. It is the responsibility of the location manager to inform cast and crews of building policy. The Los Angeles Convention Center (LACC) reserves the right to restrict access to respective areas if all advance requirements are not met.

Location Fees

One location: \$ 3,500.00 per day **Each additional location:** \$ 3,500.00 per day

Prep & Teardown: \$ 3,500.00 per day

Still Photography: \$ 1,500.00 - \$ 2,500.00 per day (all or part of a day)

A. Licensing

Space used for filming must be confirmed by completion of a License Agreement, “contract,” issued by the LACC. All of the items listed below are to be included for the execution of the contract. Please note that no activity may commence until full payment, as detailed in the contract, is received.

B. Security/Damage Deposit and Insurance

A separate cashiers check for \$ 25,000.00 is required as a security/damage deposit, which will be returned after inspection of all areas by building personnel, and after settlement of final invoice. In addition, the film company must supply the LACC with proof of liability insurance in the amount of \$1,000,000 and a copy of the film permit from the Los Angeles Fire Department (LAFD). All damages must be reported to the LACC Film Coordinator or building representative.

C. LAFD and LACC Labor Requirements

The LAFD requires one uniformed fire safety officer for all filming on LACC property, who must provide a copy of the LAFD Film Project office filming permit prior to start of project. Client will deliver a call sheet and copy of script to the required LACC and LAFD staff that are monitoring the project. LACC and LAFD staff is authorized to interrupt the project for the following reasons: the filming does not comply with building policy; it is not confined to the licensed areas; or it does not reflect the description of the project(s) that were approved. A minimum of one LACC Security

Officer will be assigned to “each active location” during the entire length of all filming projects at the client’s expense. An LACC Electrician will also be assigned to each filming project at the client’s expense. Additional crafts personnel and/or a Facilities Supervisor are available, and may be required on certain projects depending on the scope of the project. When additional LACC labor/services are required or requested, the respective charges will be added to the client’s account.

D. Description of Work

In order to facilitate your project and to ensure the safety of LACC visitors and the building itself, a detailed written description, production schedule, and drawings of the proposed project must be submitted to the LACC Film Coordinator prior to licensing and at least ten (10) days prior to the beginning of the project. Written descriptions should include any special effects, stunts, proposed building modifications or attachments, moving scenery, pyrotechnics, use of building or its equipment contrary to normal usage as defined by LACC, or noise level restrictions.

Note: If filming project requires “low noise environment” client must include a request in the description of work. LACC will review all relative building activity to determine if the request can be granted.

Furniture, equipment (ie. boom and personnel lifts, camera booms, etc.), and props in excess of 2000 pounds must be identified with their respective specifications including overall weight, dimensions, and intended use. This information must be submitted in the project description. If the scope or details of the project change, any existing approvals become null and void pending review of new circumstances and/or conditions.

E. Props and Building Alterations

The LACC Film Coordinator and the Building Superintendent prior to start of project must approve any alterations or changes to LACC property, structures, equipment or components. This includes changes to lighting fixtures, re-painting of any surface, etc. Layout board must be used to protect the terrazzo floors in the South and West lobbies or carpeted floors in other areas whenever deemed necessary. Projects requiring the staging or set-up of larger equipment may require the use of plywood as an underlayment. All black rubber wheels on carts must be wrapped with a protective covering such as plastic to prevent tire marks on the floors. Any use of motorized lift equipment such as scissor lifts, boom lifts etc. must be approved by the LACC prior to being brought on site. All space must be cleaned and returned in original condition upon completion of project.

F. Parking

All cast and crew cars park in the parking garages of the LACC at the cost of \$12.00 per vehicle. Client is responsible for staffing entrance to parking structure to identify authorized personnel, and should also provide any parking and directional signage. Production vehicles are allowed in other areas only with written approval from the LACC Film Coordinator. When production vehicles are allowed to park on non-asphalt surfaces, a protective underlayment is to be placed under the vehicle to

prevent oil stains. No vehicles of any kind are allowed in the public areas, including motorized boom and lift equipment, without the permission of the LACC Film Coordinator. The client may make special parking arrangements at additional cost.

G. Food and Beverage

Aramark Sports and Entertainment Food Services, the exclusive provider of food and beverage services for the LACC, can provide food service for cast and crew, however, should an outside caterer be used, compensation to Aramark Sports and Entertainment Food Services may be required.

Please contact the LACC Marketing Division at (213) 741-1151, Ext. 5340 for further information.



Los Angeles Convention Center

LABOR RATES

Effective January 1, 2009

There is a four hour minimum for all Los Angeles Convention Center labor. LACC labor rates are as follows:

SECURITY OFFICER:

- Straight time \$ 35.00 per hour
- Overtime \$ 50.00 per hour

ELECTRICIAN OR CRAFTS PERSONNEL:

- Straight time \$ 70.00 per hour
- Overtime \$ 140.00 per hour
- Night Rate \$ 210.00 per hour

FACILITIES SUPERVISOR:

- Straight time \$ 85.00 per hour
- Overtime \$ 170.00 per hour

Straight Time (ST) hours are Monday through Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday through Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M., 7 days a week.

Please contact Electrical Services at (213) 741-1151, Ext. 5613 for further information.



Los Angeles Convention Center

MEDIA

To ensure safe photographic, journalistic and media coverage during shows and events, the Los Angeles Fire Department (LAFD) and the Los Angeles Convention Center (LACC) have established the following media and camera guidelines. The LACC Event Manager must be notified in advance of the proposed event scope.

Camera Operations

A. Operating any videotape, television broadcast, still photography, or motion picture equipment for commercial or professional in public areas:

- Only self contained hand held crews are permitted in the LACC.
- Tethered 2-person crews cannot move through crowds while attached.
- The Fire Marshall must approve tripod locations.
- Cameras, equipment and/or personnel should not obstruct any stairs, escalators, ramps or elevators to and from the exhibit halls, meeting rooms and/or corridors.

B. Operating inside the Exhibit Halls:

- During show hours, hand-held camera crews may walk the floor.
- Tripods are NOT allowed in any aisle or within 10 feet of the exit doorways.
- Tripods must be located completely inside booth areas.
- Carts, racks, or equipment CANNOT be stored or placed in any aisle.
- Tethered 2-person crews are NOT allowed to move in the aisle.
- During non-show hours, equipment such as tripods, carts, cabling, and/or racks may be used on the exhibit floors.

C. Operating inside Meeting Rooms:

- Obstruction of any aisle or exit is prohibited.
- Tripod locations can ONLY be approved by the Fire Marshall
- Only self-contained, hand held cameras are permitted.

D. Press Permits:

A permit will be necessary for the use of any equipment requiring electrical connections and crews of three or more including camera, sound, lighting and/or an interviewer. Permits are free of charge and may be obtained from the Fire Marshall.

Press Parking

Due to the traffic volume and Los Angeles Fire Department Regulations, parking is prohibited along the curb and in the plaza areas adjacent to the West and South Hall Towers.

- Passenger vehicles may use the Convention Center parking garage.
- Electronic vehicles and vans may contact the Public Relations Manager, the Director of Security, or the Security Supervisor on duty to make alternate parking arrangements.

Please contact Public Relations (213) 741-1151, Ext. 5319 for further information.