

APPENDIX C - Airport Film Policy

No photography and/or filming (“filming”) is permitted at the Philadelphia International Airport or the Northeast Philadelphia Airport (“Airport”) without prior approval from the CEO. If filming is permitted, that activity must be conducted in the manner prescribed by the CEO, the Airport Rules and Regulations and all other required documentation. The CEO reserves the right to deny the use of Airport facilities and property at any time.

Required Permission for Filming at the Airport

Film proposals must be discussed informally, in as far advance of filming as possible, before submitting a written application. Film proposals should be discussed by contacting the Airport Public Affairs Office, (215) 937-5402.

A written application must be submitted, and permission granted before any filming can take place at the Airport. All requests for permission to film at the Airport must be made in writing and submitted at least two (2) weeks in advance of the requested film date. All written requests for permission to film at the Airport should be made to the CEO and directed to:

Public Affairs Department
Division of Aviation
Philadelphia International Airport
Philadelphia, PA 19153
Phone: (215) 937-5402
Fax: (215) 937-6497
Attention: Film Requests

The request for permission to film at the Airport must be made on the letterhead of the organization that will do the filming and include:

- A statement of the general theme of the project and how scenes at the Airport facilities relate to the theme. The statement should be specific in nature in regard to what will be filmed at the Airport and what the film will be used for;
- A complete script, story board or layout of all scenes for which filming permission is requested, including full description of all action and dialogue, or text;
- A full description of the requested number of personnel and the amount of equipment which will be on the scene for the filming; and
- The approximate dates and length of time for filming the scenes; the name and telephone number of the person to be contacted for any further information or for discussion for detailed arrangements.

A General Release, Waiver & Indemnification must be properly signed and submitted at least forty-eight (48) hours before any production begins or crew members arrive at the Airport.

DOA Procedures for Filming at the Airport

If permission to film at the Airport is granted, a “walk through” with the applicants and an assigned staff member from the Division of Aviation (“DOA”) is required for the purpose of determining the appropriate locations for filming, to ensure proper planning and to address security/operational issues. Contact the Public Affairs Department at (215) 937-5402 to schedule the “walk through.”

If the need for changes or alterations occurs, whether after the “walk-through” or while filming on location, the approval of the CEO or his/her authorized representative is required. If the changes require additional personnel for assistance, the DOA representative shall make the necessary arrangements.

Guidelines for filming at the Airport include, but are not limited to:

- Applicant must secure all required licenses or permits in advance. Applicant must obtain and submit certificate of insurance naming the Airport an “additional insured” at least forty-eight (48) hours in advance of any production or crew arrivals at the Airport. The amount of insurance will not be less than one million dollars in any instance and may be increased as deemed necessary by the CEO.
- Film maker agrees to comply with and abide by these procedures, any verbal instructions given by an Airport representative during filming and all other applicable rules, regulations and laws.
- A copy of the completed film (DVD, etc.) must be supplied for the City and the DOA.

The City owns the Airport Terminals and surrounding property. DOA tenants include, but are not limited to, the airlines, shops and restaurants. No photographs or filming of any tenant, including airline logos, the shops or restaurants may be done without prior approval from the DOA. In addition to approval of the DOA, no photographs or filming of any tenant of the airport may occur without permission from that individual tenant and the Airport’s master concessionaire. The use or identification of equipment, premises or personnel of any airport tenant in a film project will not be authorized by the DOA or the City. Written consent of the tenant must be obtained by the applicant in such instance. No photographs or filming of any copyrighted or trademarked material is permitted without permission from the protected work’s owner.

Note

Circumstances at the Airport (security, weather or otherwise) may cause any access and filming to be curtailed, cancelled, altered or rescheduled with little or no notice.

Access for Filming Past TSA Security Checkpoints

No persons involved with the filming may interfere with TSA, airline or Airport operations. Photographing or filming the TSA checkpoints or TSA agents is strictly prohibited unless permission from the TSA is first obtained. Do not attempt to enter any secured area of the Airport without proper clearance or escort. Unauthorized access of any secured area of the Airport is a violation of federal law and individuals will be subject to police action.

Security checkpoints are under the jurisdiction of the Transportation Security Administration (“TSA”). All passenger and baggage screening is the responsibility of the TSA. Under no circumstances will anyone or any equipment involved with filming at the Airport be allowed past the security checkpoint without prior arrangements, a thorough background check and personal security screening of the person and equipment.

Requests for filming in areas past security must be submitted to the Public Affairs Department. If the request is granted, all persons must pass a background check and in-person screening at the TSA checkpoint. Please allow at least seventy-two (72) hours for a response regarding requests for filming and the results of background checks.

The Airport complies and will continue to comply with all federal and state regulations. Therefore, the Airport is required to perform a background check and security screening for any and all persons intending to go past security screening. Any person, including anyone involved with the filming at the Airport, will be subject to in-person security screening by the TSA. All those involved with the filming are expected and required to comply with all Airport security procedures while at the Airport. The Airport reserves the right to refuse access to any person that does not pass a background check, in-person security screening or whose name matches that of one on the No-Fly List.

Anyone involved with the filming at the Airport must be escorted at all times by a Public Affairs representative. If the established security and escort procedures are not followed while at the Airport, the Airport reserves the right to contact authorities, including the Philadelphia Police, to have them escorted off of the Airport premises. Violators of security and escort procedures will be subject to any and all civil and criminal penalties as a result.

If those involved with the filming are granted escorted access past TSA checkpoints, they must adhere to certain guidelines. These guidelines, include, but are not limited to:

- Only photographs or video of approved locations within the Airport are allowed. If anyone involved with filming does not comply with this guideline the Airport reserves the right to request the proper authorities intervene, including the Philadelphia Police. In the event that anyone involved with the filming is considered a security threat, all civil and

criminal legal remedies will be pursued, which may include arrest, confiscation of photographs or video of non-approved locations or subject matter and/or escort off of Airport premises.

- Only matters that have been pre-approved by Airport personnel may be filmed. If anyone involved in the filming strays from the pre-approved matter, the Airport reserves the right to escort them off of Airport property and confiscate any and all associated materials.
- When filming outdoors, the passage of emergency vehicles shall not be impeded, nor shall the normal flow of vehicular traffic be impaired. For film projects within the Terminal Buildings, access must be arranged well in advance of the proposed filming dates.
- No persons involved with the filming may block fire emergency escape routes and/or fire emergency exits.
- No persons involved with the filming may block passengers, walkways, doors, escalators, etc.

Schedule for Submitting Required Documents and Film Proposals

- Film proposals must be discussed with a DOA representative informally in as far advance as possible.
- As requests for permission to film at the Airport will be given prompt attention, requests should be submitted at least two (2) weeks in advance so that all details can be arranged well in advance of the proposed filming dates.
- Allow at least seventy-two (72) hours for the results of requests for filming and background checks when filming beyond the TSA checkpoints is requested.
- A complete written filming schedule must be submitted at least forty-eight (48) hours in advance of commencement of any filming.
- A General Release, Waiver & Indemnification must be properly signed and submitted at least forty-eight (48) hours before any production begins or crew arrive at the Airport.