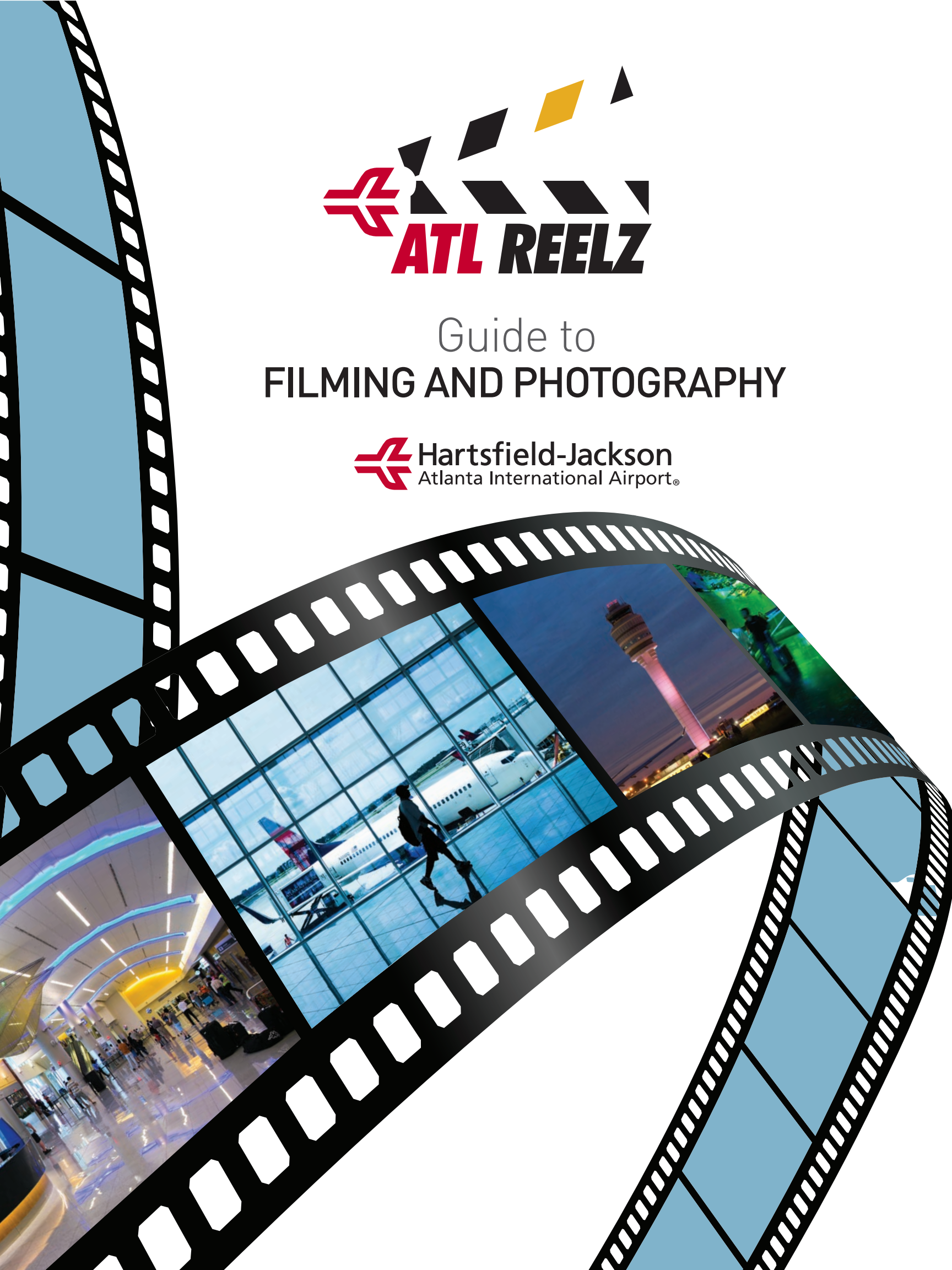




Guide to
FILMING AND PHOTOGRAPHY





LETTER FROM THE MAYOR OF ATLANTA



Greetings:

Thank you for your interest in photographing and filming at Hartsfield-Jackson Atlanta International Airport.

As the world's busiest, most efficient airport, Hartsfield-Jackson is ever-expanding with collections of world-class art, cultural exhibits and more than 300 concessionaires, including restaurants offering creative twists on regional food.

A city within a city, Hartsfield-Jackson shares all the advantages that make Atlanta one of the world's leading capitals of film and television production.

The Georgia Film Academy continues to produce new talent for this growing industry, with Atlanta now boasting more than 25,000 qualified workers who make a living on film and television productions. Additionally, the State of Georgia's tax incentive is a welcomed offset on production costs.

Finally, our warm climate and low cost of living make Atlanta an affordable and family-friendly place to live.

On behalf of the Department of Aviation and the Mayor's Office of Film and Entertainment, our team looks forward to helping ensure that Hartsfield-Jackson Atlanta International Airport has a starring role in your next project.

Sincerely,

The Honorable Keisha Lance Bottoms
Mayor
City of Atlanta

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ATL Reelz, a publication of the Hartsfield-Jackson Atlanta International Airport (ATL), provides a comprehensive process for commercial filming and photographing at the world's busiest and most efficient airport. ATL provides unparalleled access for filming, photography and related production activities.

Due to the unique nature of the Airport environment, ATL Reelz provides the mandatory policies and procedures to accommodate film, photography, video, production and pre-production activities while ensuring the safety and uninterrupted function of the Airport's operations.

ATLReelz@atl.com | www.atl.com/atlreelz    @ATLReelz

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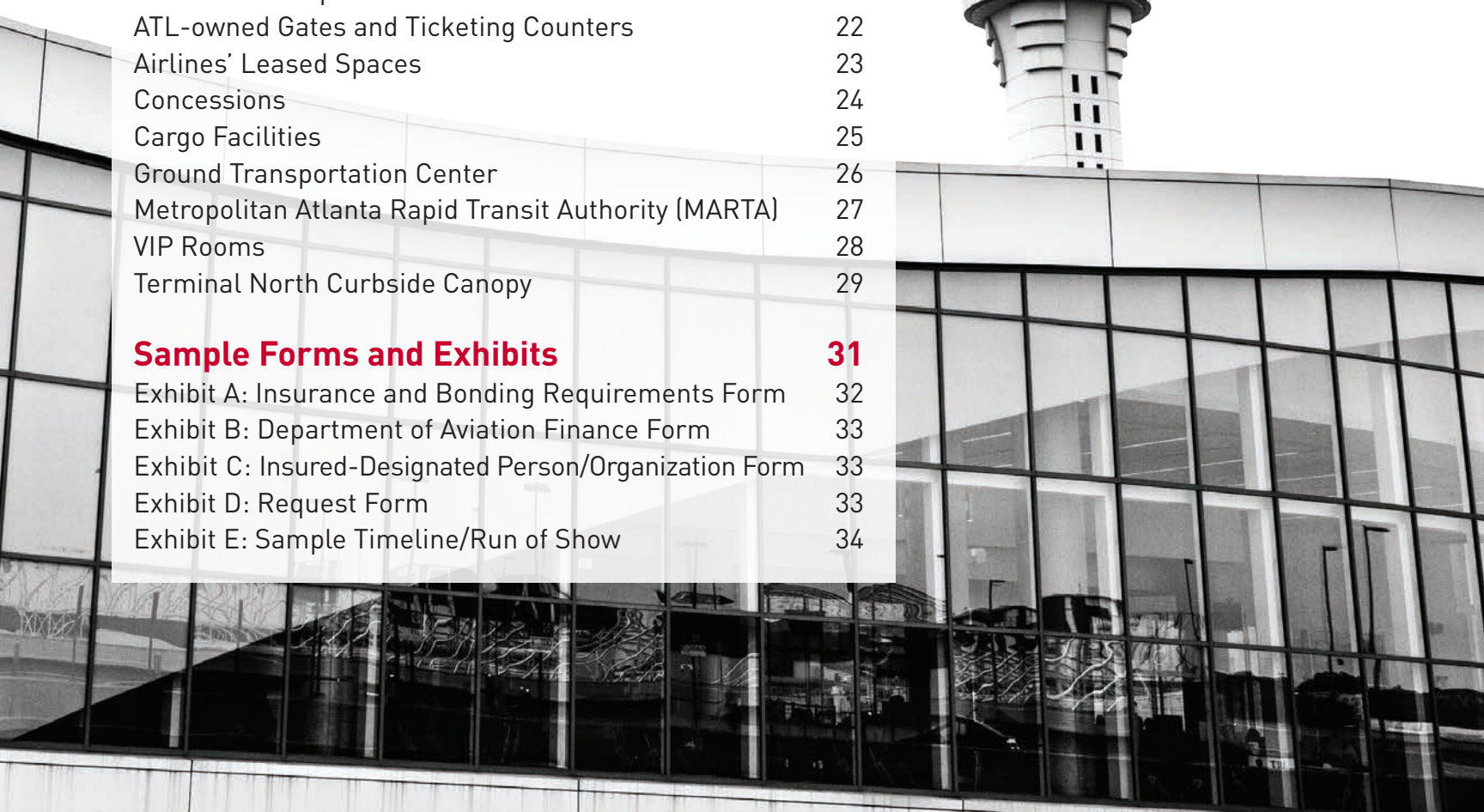
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FILMING AT HARTSFIELD-JACKSON
ATLANTA INTERNATIONAL AIRPORT

LET YOUR IMAGINATION



FLY

With more than 300 restaurants, retail shops and services; 209 domestic and international gates; a Plane Train (the world's busiest automated system that daily moves more than 200,000 people); a Rental Car Center with 8,700 parking spaces; an International and Domestic terminal and seven concourses – the sky quite literally is the limit.

The Atlanta Airport is paralleling the City's trajectory as it becomes a film and television production capital—but for its own unique reasons.

The Airport is a mere 15 minutes from the business district of Atlanta. And flights from the Airport can reach 80 percent of America's population within two hours. That means a scout can fly in for a breakfast meeting and be home by dinner.

The Department of Aviation works collaboratively with agencies and organizations involved in securing access for filming, and has streamlined the entire process so that your project is smooth riding all the way.

But the biggest attraction for filming in and around the Atlanta Airport is the Airport itself. From soaring atriums to jaw-dropping art installations to the stunning backdrops of our Transportation Mall, the Airport has locations open for filming where you can let your imagination fly.

There are interesting developments on the horizon, as well. The Airport's 20-year plan, ATLNext, includes the modernization of the Domestic Terminal, the expansion of cargo operations and concourse, the replacement of two parking facilities and the construction of a hotel and mix-use development.

And yes, we are the busiest airport in the world. But it speaks volumes that we are also the world's most efficient airport. Being the first airport to serve more than 100 million passengers in a year and with 63,000 employees—efficiency is the engine that keeps us climbing ... and your production taking flight.

Complete the
necessary paperwork
to get your project
off the ground.



GETTING STARTED

A photograph of a modern, curved glass building with a road in the foreground. The sky is blue with light clouds. The text 'GETTING STARTED' is overlaid in the center in a bold, italicized, white font with a black drop shadow. There are two yellow arrow signs on the road in the foreground.

All production companies, non-profit agencies and students must complete Hartsfield-Jackson's Film and Photography Request Form and include a copy of the full script or storyboard. If there is no script or storyboard available, please provide a general synopsis of the project and clearly explain the Airport's role in the production.

GETTING STARTED

THE FILM AND PHOTOGRAPHY POLICY of Hartsfield-Jackson Atlanta International Airport (ATL) applies to any person or entity working on behalf of an ATL master tenant and approved subtenant, media services or production company, student-based productions, and nonprofit organizations (hereinafter "Production, Production Company, Production Companies") who requests to conduct filming, photography or video (includes engagement, wedding/bridal and family photography) on Airport property.

Direct all commercial film, photography and video requests to the ATL Reelz Program, a subunit of the City of Atlanta's Hartsfield-Jackson (Department of Aviation) Policy and Communications Division.

Email atlreelz@atl.com to:

- Schedule a scout visit
- Discuss your potential project
- Obtain a request form
- Submit questions

Scouting Requests

To schedule an initial scout visit, send the following to atlreelz@atl.com:

- Completed Hartsfield-Jackson's New Customer Billing form
- W9 form
- Proof of insurance (in accordance with the City of Atlanta's insurance and bonding requirements)
- Depending upon the size, nature and scope of the project, technical scouts or planning meetings may be required

Production Requests

To request permission to film, video or photograph at the Airport, you must completely fill out the Film and Photography Request Form or provide a letter of intent or an outlined proposal containing all of the following information:

- Location(s) you wish to use
- Timeline
- Number of cast and crew/personnel, clients/invitees
- Production dates (specifying prep, strike and filming)
- Arrival and departure hours
- Number and type of production vehicles
- Equipment to be used, e.g. cranes, scissor lifts, etc.
- Lighting requests
- Identification and use of large, disruptive, and/or hazardous props, e.g. weapons, picture vehicles, etc.
- Aircraft (specify type and use)
- Special effects requests (rain, smoke, etc.)
- Animal requests (specify type and use)
- Alteration requests (painting, sign removal, etc.)

Requests for Commercial Productions

Commercial productions must obtain **two** separate permits to film or photograph on location at Hartsfield-Jackson prior to the start of any project. (This requirement does not apply to productions working on behalf of an Airport tenant or student productions.)

One permit will be issued by the Department of Aviation and the other by the **Mayor's Office of Film and Entertainment**, which operates **independently** of the Airport's permit process and has its own fee structure.

Applications may be completed online at www.filmapp.com/atlanta. For questions about the Mayor's Office of Film and Entertainment permit, call (404) 330-6207 or (404) 865-8421.

Location Agreement

Once the project has met the approval of all necessary parties and satisfied the City's insurance requirements, the production company will be issued a location agreement for an official representative to sign and return. The location agreement will include final details of the request, including the project's name, date and time frame.

A **Run of Show** or **Timeline of Events** also may be required, depending on the size and scope of the project (see Exhibit B).

Cancellations and Changes

Cancellations made more than 24 hours in advance will not incur a fee.

Cancellations made within 24 hours of the scheduled production date will result in a \$500 fee; however, this does not include any potential fees from Airport ambassadors or Airport partners (airlines, parking, etc.).

Any changes in production times that require an Airport employee's assistance must be made at least 48 hours prior to the start of filming or the production may incur an additional charge for each Airport personnel assigned for the day. (See fee schedule for sample production rates.)

Unmanned Aerial System/Vehicle

Productions requesting permission to operate an unmanned aerial system/vehicle (UAS/V), commonly known as a drone, at or within a five-mile radius of ATL Airport must contact the Department of Aviation prior to operating. The UAS review and approval process includes completing the Department of Aviation's UAS Pre-Approval Report and the Federal Aviation Administration's Low Altitude Authorization and Notification Capability (LAANC).

WHAT YOU NEED TO KNOW

CORDS AND GENERATORS

All requests, including proposals to supply cords or generators, will be subject to final review and inspection approval from the Airport Atlanta Fire and Rescue Department. Base building power will not be made available for operating equipment.

Cords, cables and wires are not permitted to be draped across the floors. Inside the Maynard H. Jackson Jr. International Terminal building, cords, cables and wires are prohibited from use while filming or photographing inside the lobby and other pre-security areas. Written consent is required for any exceptions.



AIRPORT AGENCIES AND TENANTS

In addition to working with the Department of Aviation, it may be necessary to coordinate with one or more of the following agencies or tenants, including but not limited to:

TRANSPORTATION SECURITY ADMINISTRATION (TSA)

When activity is conducted in a security identification display area (SIDA) or any sterile area of the Airport, production must meet current TSA, as well as FAA and Airport security requirements.

AIRLINES (i.e. American Airlines, Delta Air Lines, Southwest Airlines, Spirit Airways, etc.)

You must obtain approval from each airline for use of its ticket counters, baggage claim areas, planes, name and logo.

ATLANTA AIRLINES TERMINAL CORPORATION (AATC)

AATC is a privately-held corporation that operates and maintains 7.2 million square feet that make up the Central Passenger Terminal Complex (CPTC) at Hartsfield-Jackson Atlanta International Airport.

CUSTOMS AND BORDER PROTECTION (CBP)

CPB reviews production requests for filming and photographing in restricted cargo areas. They require a vetting process separate from the Department of Aviation's for escorts and access into their areas. CBP requires a minimum of three (3) days to vet escorted persons.

FEDERAL AVIATION ADMINISTRATION (FAA)

Airside production requests that include raising any equipment higher than 20 feet must be approved by the FAA to ensure the safety of all aircraft in the areas related to the airfield. Applicants must complete and submit the FAA 7460-1 form and a contractor's checklist form.

The standard time for processing production requests is 60 days. However, it may take up to 90 days for approval, depending upon the size and scope of the project.

For questions about the FAA's requirements or to obtain an application, call (404) 382-1372.

TBI AIRPORT MANAGEMENT INCORPORATED

Operates and manages the common-use facilities and equipment on Concourses E and F, and a gate at Concourse D.

METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY (MARTA)

MARTA provides train and bus services to and from the metro-Atlanta area. MARTA's Airport station connects to ATL at the west end of the Domestic Terminal atrium between the North and South baggage claim areas.







Before the cameras roll, make sure that your project is safe, staffed and insured.



LOGISTICS

LOGISTICS

Security Requirements

Hartsfield-Jackson's Security Division is responsible for managing and ensuring a safe and secure environment while exceeding customers' expectations and complying with applicable regulations, laws and codes. When activity is conducted in a security identification display area (SIDA) or any sterile area of the Airport, production must meet current FAA, TSA and Airport security requirements.

The Department of Aviation and TSA officials may request to meet with production prior to issuing approval for the project. Depending upon the size and scope of the project, a security plan may be required for review.

ACCESSING SIDA AREAS

Productions accessing SIDA areas must submit a detailed security plan to Airport officials for TSA's review and approval at least forty-five (45) days in advance of the project, depending upon size and scope.

Security plans must include:

- Description of the project
- Date and duration of the event
- Number of personnel (cast, crew, etc.)
- Equipment load in/load out
- Equipment lists
- Security procedures during filming (badging, etc.)
- Pictures of event location(s)
- Any pertinent security-related details (escorting requirements, non-standard security procedures, etc.)

PERMISSION TO ACCESS

Productions given permission to access the SIDA must:

- Supply the names, birthdates and gender of all individuals requesting to access the SIDA at least one (1) week prior to the project's start date to ensure proper clearance. All submitted information will be reviewed by the Airport Security Division.
- Contact each security agency responsible for ensuring the safety of the designated area(s). Please note Airport Security, U.S. Customs and Border Protection and TSA have independent vetting processes; therefore, it may be necessary to provide similar information to multiple organizations.

- Remain with the designated escort(s) at all times upon entering the SIDA and adhere to TSA's 1-to-5 escorting ratio. Additional escorts may be necessary to accommodate unforeseen requests, such as personnel returning to non-SIDA locations and restroom breaks.
- Wear official production badges on premises at all times, except while being filmed and/or photographed. A copy of the badge must be submitted to ATL Reelz as part of the requested materials for review.

FINES

TSA may impose fines on productions, employees, businesses or tenants found to be in violation of any rules and regulations while in the SIDA. Production companies filming onsite agree to assume full responsibility for costs, fines or penalties levied against the Department of Aviation by TSA for failure of their employees, contractors or freelance team members to comply with the rules and regulations set forth.

TSA describes civil monetary penalties as minimum, moderate, or maximum for a single violation of a particular regulation committed by all other entities, including but not limited to Airport operators, indirect air carriers, individuals and contractors. Maximum fines per issue may range up to \$11,000.

To view TSA's Enforcement Sanction Guidance Policy, including fees, please visit: www.tsa.gov/sites/default/files/enforcement_sanction_guidance_policy.pdf.

WHAT YOU NEED TO KNOW

The Department of Aviation will not provide any security or fencing for the filming and photography area(s), onsite lots, staging or parking facilities used by production. Production assumes all risk from the use of the facility, including filming or staging equipment in open lots or parking facilities.



Escorts and Staffing

Productions accessing SIDA areas must adhere to the Airport's escorting guidelines at all times and must pay for all expenses incurred during the photography, filming or videotaping of the production. This includes but is not limited to hiring off-duty Airport personnel, police officers or security officers, Atlanta Fire Rescue, electricians, building services (maintenance) employees, operations staff and other personnel whose assistance is deemed necessary by Hartsfield-Jackson.

Projects operating in SIDA areas and coordinated exclusively through the Department of Aviation will require (at minimum):

- One (1) security compliance officer for every 20 production employees. Rate: \$30 per hour with a four-hour minimum.
- One (1) operations staff member to supervise the project. Rate: \$30 per hour with a four-hour minimum.
- One (1) Airport employee with a valid Airport badge and escorting privileges for every five (5) production employees who enter the SIDA area. Rate: \$30 per hour with a four-hour minimum, per employee.
- Atlanta Police Department (APD) officers will be requested as needed to provide services such as protection or assistance with roadway activity as needed. Rates vary. Contact APD directly for fee schedule.

Separate charges will apply for certain groups, including but not limited to contractors and electricians.

Productions operating in non-SIDA areas will be required to maintain (at minimum):

- One (1) operations staff member to supervise the project. Rate is \$30 per hour with a four-hour minimum, per employee.

All Airport employee staffing required by production will be subject to review by Airport officials to ensure that normal operational levels, as well as all safety and security parameters remain in place at all times. Airport employee staffing is based on availability; therefore, Hartsfield-Jackson's Department of Aviation reserves the right to limit or restrict access due to staffing levels.

Insurance and Bonding Requirements

Production shall provide evidence of insurance that meets the requirements of the Department of Aviation's risk management division prior to entering the Airport property for film, photography, video, production and pre-production purposes. Insurance coverage must be on file prior to any scouting activity that includes the use of any electronic equipment by the production.

Insurance requirements include:

- Current Certificate of Insurance with the City of Atlanta listed as an 'additional insured' on the form
- Endorsement letter
- W-9 form
- Proof of Worker's Compensation
- Worker's Compensation for companies with three (3) or more employees, in accordance with State of Georgia law

Insurance amounts may vary depending upon the nature of the shoot.

See *Exhibit A* on page 32 for complete Insurance and Bonding Requirements.



Payment

Productions will be invoiced for all commercial activity and must complete Hartsfield-Jackson's New Customer Form for billing purposes.

SET UP

To set up payments, please submit:

- Completed Airport's New Customer Form
- W-9 form
- Business Registration Certificate or Certificate of Incorporation
- Letter of Credit (upon request)

PAYMENT OPTIONS

Credit

In-person, credit card transactions are accepted by the Department of Aviation's finance division by appointment.

Electronic Fund Transfer

Beneficiary:

Account Name: City of Atlanta – Department of Aviation

Routing Number: 121000248

Account Number: 2000132044372

Financial Institution

Bank: Wells Fargo

Swift Code: WFBUS6S

420 Montgomery Street
San Francisco, CA 94104

Customer Service: (800) 869-3557

U.S. Postal Service

City of Atlanta – Department of Aviation
P.O. Box 920500
Atlanta, GA 30392-0500

SEND REMITTANCE ADVICE TO

atlpaymentadvice@atl.com

SEND ACCOUNTING INQUIRIES TO

billing.inquiry@atl.com

ONLINE PAYMENT PORTAL

e-billexpress.com/ebpp/atlonlinepay





Parking, Signage and Tenants' Image

BASECAMP AND PRODUCTION PARKING

To secure parking spaces for basecamp, location usage, or cast and crew, submit requests with both the Department of Aviation's Office of Policy and Communications and Parking divisions. Production will be charged for each vehicle parking space secured while onsite.

The Parking Division maintains its own agreement and fee structure, and bills separately from ATL's standard film and photography rates.

For questions about securing parking spaces or to obtain rate information, call (404) 382-2336.

COMPANY NAMES, IMAGES AND LOGOS

Production must obtain permission from Airport tenants for all film, photography and video production work using tenants' name, image or logo, and being conducted on Airport property near these tenants. This includes but is not limited to airlines, fixed-base operators and concessionaires.

SIGNAGE

Production personnel must display signage near the event to inform passengers that filming or photography activity is taking place in the area. Do not post signage on walls or doors.

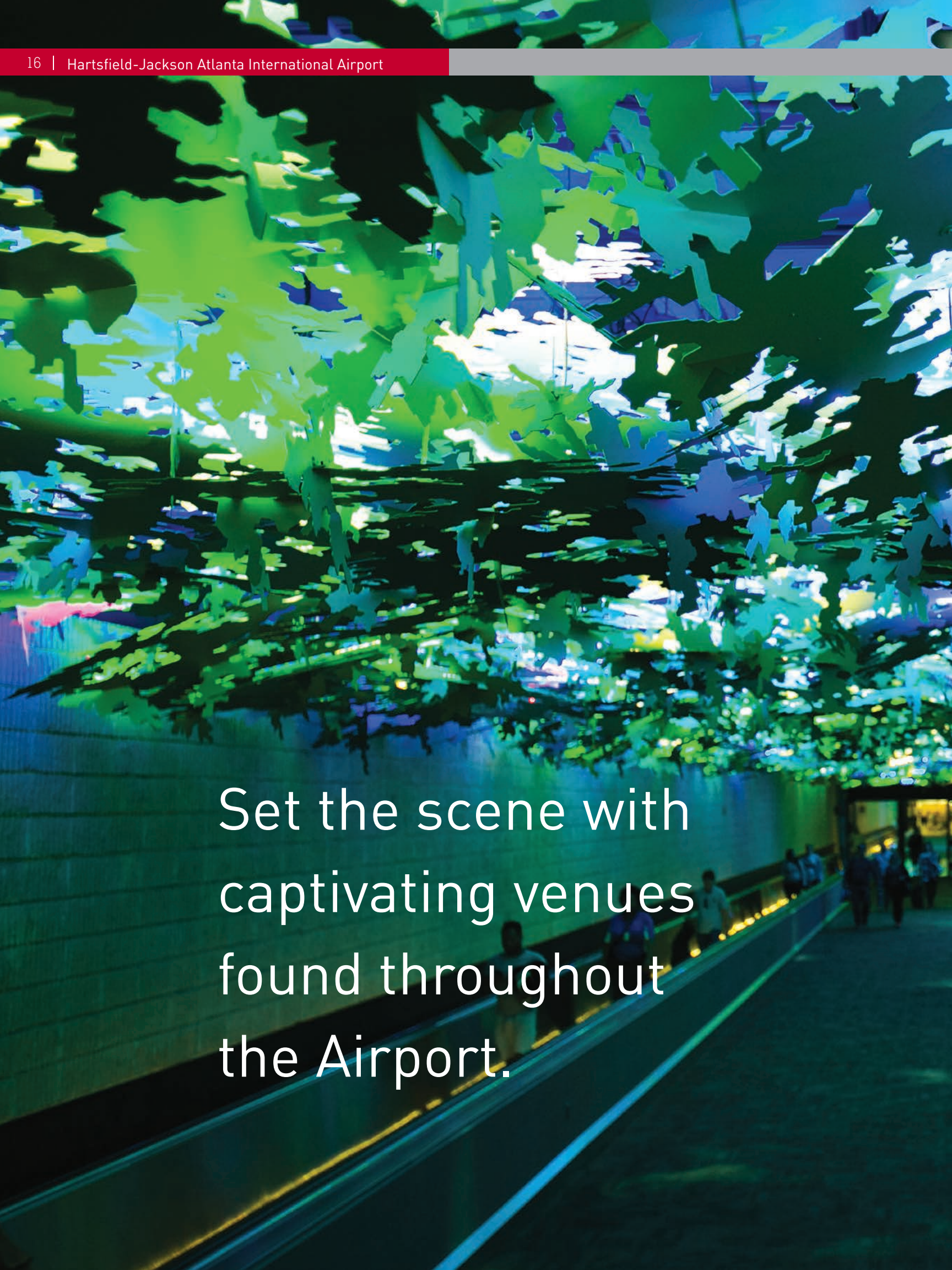
Signage must not obstruct the view of any security cameras.

The Department of Aviation reserves the right to request signage posted in specific languages to accommodate global customers.

WHAT YOU NEED TO KNOW

Production activities must not disrupt Airport or airline operations.





Set the scene with
captivating venues
found throughout
the Airport.



FILMING LOCATIONS

FILMING LOCATIONS

The officials at Hartsfield-Jackson Atlanta International Airport review and approve only production requests to access City-owned or common-use areas of the Airport if production is operating without the partnership of an Airport tenant.

Requests to access all other areas such as cargo hangars, airline baggage claims, airline ticket counters, boarding gates, food and beverage shops, or retail posts must be coordinated directly with the respective tenant in partnership with the Department of Aviation.

To view or download concourse-specific terminal maps and parking maps, please visit our website at www.atl.com/maps.

CITY-OWNED AREAS

(Require only Department of Aviation approval)

- ✓ Plane Train (Automated People Mover)
- ✓ SkyTrain (Automated People Mover)
- ✓ City-owned Gates and Ticket Counters
- ✓ Ground Transportation Center
- ✓ Parking Areas
- ✓ Rental Car Center
- ✓ Transportation Mall
- ✓ VIP Rooms

TENANT AREAS

(Require Tenant and Department of Aviation approval)

- ✓ Airlines (including ticket counters and baggage claim carousels)
- ✓ Boarding Gates
- ✓ Cargo Hangars
- ✓ Food and Beverage Shops
- ✓ Retail Outlets
- ✓ Service Providers and Kiosks

WHAT YOU NEED TO KNOW

- *Due to staffing and peak travel periods, the Department of Aviation's preferred filming days are Tuesdays and Wednesdays in the International Terminal.*
- *Weekend and/or holiday filming and photography are typically not approved.*
- *Same-day event changes and other restrictions may occur due to irregular operations events, such as inclement weather.*
- *The Department of Aviation is not liable for any unforeseen changes in Airport operations that may halt production.*





The Rental Car Center (RCC) and **SkyTrain** is a convenient, state-of-the-art, 67.5-acre facility that houses 13 rental car company operations.

The RCC includes two four-story parking decks and more than 8,700 parking spaces used exclusively for rental car operations (not general public) and a 137,000-square-foot customer service center.

Due to peak passenger volumes, the preferred days for filming at the Rental Car Center and the International Terminal are Tuesdays and Wednesdays.

Connecting Airport guests and passengers to the RCC is the **SkyTrain**, an elevated train that links the RCC, the Georgia International Convention Center, multiple hotels and office buildings and parking. The train operates six two-car trains that carry up to 100 passengers per car.

CONTACT: DEPARTMENT OF AVIATION
(for filming in the RCC and scouting tours)

RENTAL CAR AGENCY and
THE DEPARTMENT OF AVIATION
(to access rental car counters or vehicle pick-up/return)



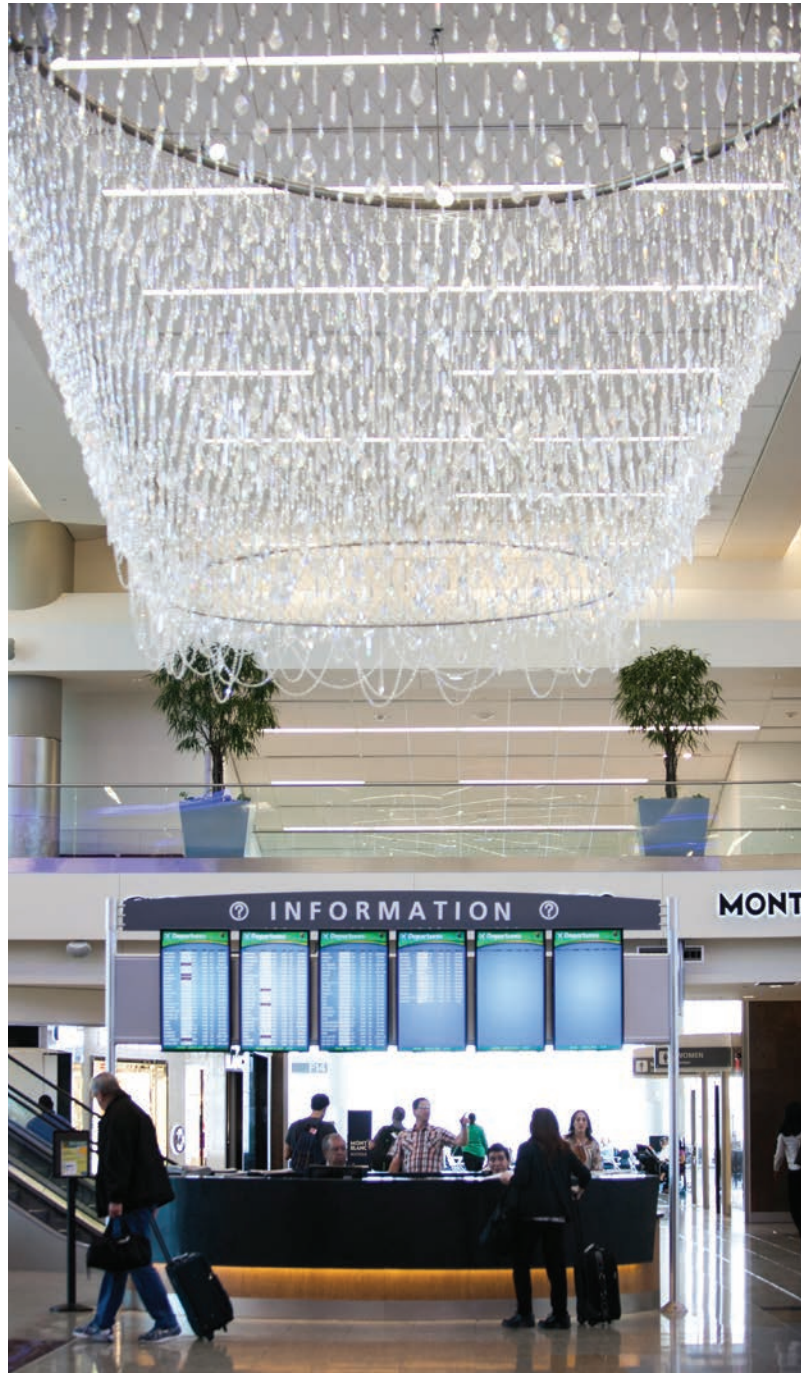
Hartsfield-Jackson's Transportation Mall offers a unique, connected, underground path for passengers who choose to walk to and from the concourses, baggage claim and lobby area. Art installations are located throughout the Transportation Mall, including the "Tradition in Stone" exhibit of stone sculptures from Zimbabwe between Concourses T and A, "Flight Paths" between Concourses A and B, and "A Walk Through Atlanta History" between Concourses B and C.

CONTACT: DEPARTMENT OF AVIATION

(evaluates requests on a case-by-case basis)

AIRPORT ART EXHIBITS

- **Flight of the Spirit** by Colleen Sterling
(Concourse T north corridor)
- **Flight Paths** by Steve Waldeck
(Transportation Mall between Concourses A and B)
- **The Conversation** by Agnes Nyanhongo
(Transportation Mall between Concourses T and A)
- **A Walk Through Atlanta History** by Ayunini Media
(Transportation Mall between Concourses B and C)
- **Natural Wonder** by Don Cooper
(Concourse C at the Centerpoint)
- **The Navigation Project** by Vicki Ragan
(Next to Gate E11)
- **Saints** by Radcliffe Bailey
(Above Concourse E escalators)
- **Veneers** by Amy Landesberg
(Concourse E and F connector corridor)
- **airFIELD** by Uebersee
(Concourse F international atrium)
- **Mammatus** by Christopher Moulder
(International terminal arrivals level)





The Plane Train (The Automated People Mover) is an underground train system that connects all concourses with the Domestic and International terminals and consists of 11 four-car trains operating on a three-mile loop track. Trains operate approximately every two minutes and, on average, carry more than 200,000 passengers per day.

CONTACT: DEPARTMENT OF AVIATION
(evaluates requests on a case-by-case basis)



There are select ticket counters and gate positions, as well as carousels in Terminal North's Domestic baggage claim, that are not leased to individual airlines. Availability is contingent upon airline operations and contractual scheduling rights.

CONTACT: DEPARTMENT OF AVIATION
(for availability and scouting tours)





Areas occupied by airlines other than common spaces (i.e. baggage claim, onboard the aircraft, ticketing counters and boarding gate areas) are generally leased from ATL. It also may be necessary to coordinate the request with our airline partners if filming will be located near their operational area.

CONTACT: THE RESPECTIVE AIRLINE and THE DEPARTMENT OF AVIATION



FILMING LOCATIONS



There are more than 300 concession outlets covering 300,000 square feet located throughout the Airport. These inline stores and kiosks consist of more than 180 food and beverage locations (including food courts) and more than 170 retail and convenience outlets (including duty-free stores). Aside from food and beverage and retail, the concessions program consists of a banking center, Georgia Lottery outlets, shoe-shine booths, ATMs, vending machines, spas, sleep units and a common-use lounge.

Filming inside or in front of any concessions area will need to be coordinated directly with the concessionaire and the Department of Aviation. Usage of any concessionaire's name or logo must be approved by the respective concessionaire.

CONTACT: THE RESPECTIVE CONCESSIONAIRE
and **THE DEPARTMENT OF AVIATION**





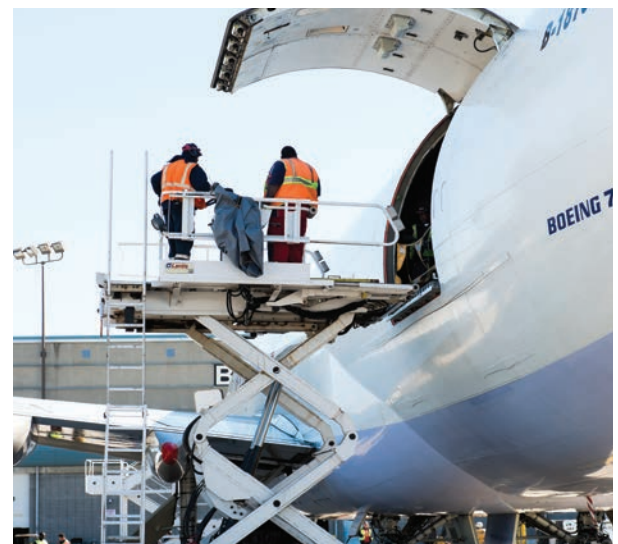
There are three main air cargo complexes: North, South and Midfield. The Midfield complex is entirely leased to Delta Air Lines and contains a perishables complex and a USDA propagated plant inspection station.

The total cargo warehouse space measures 29.8 acres or 1.3 million square feet. There are 29 parking positions for cargo aircraft: 20 at the North complex and nine at the South complex.

All cargo hangars are leased to airlines and cargo handlers. Filming in these areas must be coordinated with the leasing tenant.

U.S. Customs and Border Protection (CBP) must also review production requests if production will be within CBP's area.

CONTACT: LEASING TENANT and U.S. CUSTOMS AND BORDER PROTECTION
(if production is within CBP area)





The Domestic Ground Transportation Center is located at the west end of the Domestic Terminal. The International Ground Transportation Center is located on the arrivals level of the Maynard H. Jackson Jr. International Terminal.

CONTACT: DEPARTMENT OF AVIATION





MARTA (Metropolitan Atlanta Rapid Transit Authority) provides train and bus services to and from the metro-Atlanta area. MARTA's Airport station connects at the west end of the Domestic Terminal atrium between the North and South baggage claim areas.

CONTACT: MARTA and DEPARTMENT OF AVIATION





VIP rooms are located in the International Terminal's Arrivals Lobby and on Concourse F. The rooms are subject to availability and users will incur an additional charge of \$500 (up to 8 hours), per room. Separate cleaning fees may apply.

CONTACT: DEPARTMENT OF AVIATION



When completed in 2020, 3,500 tons of intricately shaped steel will soar over eight lanes of traffic on the northern and southern sides of Hartsfield-Jackson Atlanta International Airport. Clad in a synthetic, translucent material, the pair of canopies will both protect passengers from the elements while also creating an iconic gateway for the city of Atlanta.

The canopy structures are part of a 10-year, \$6-billion capital program announced in 2016 that, among other goals, aims to modernize Atlanta's domestic terminal.

CONTACT: DEPARTMENT OF AVIATION





International Terminal

The forms in this guide are for preview only. Go to www.atl.com/atlreelz to retrieve, fill out and submit the actual forms.

SAMPLE FORMS AND EXHIBITS



Exhibit A

To download Exhibit A, go to www.atl.com/atlreelz.

EXHIBIT A

INSURANCE & BONDING REQUIREMENTS
Filing Sample Requirements

A. Preamble

The following requirements apply to all work under the agreement. Compliance is required by all Contractors/Consultants. To the extent permitted by applicable law, the City of Atlanta ("City") reserves the right to adjust or waive any insurance or bonding requirements contained in this document and applicable to the agreement.

1. Evidence of Insurance Required Before Work Begins

No work under the agreement may be commenced until all insurance and bonding requirements contained in this document, or required by applicable law, have been complied with and evidence of such compliance satisfactory to City as to form and content has been filed with City. Contractor/Consultant must provide City with a Certificate of Insurance that clearly and unconditionally indicates that Contractor/Consultant has complied with all insurance and bonding requirements set forth in this Document and applicable to the agreement. If the Contractor/Consultant is a joint venture, the insurance certificate should name the joint venture, rather than the joint venture partners individually, as the primary insured. In accordance with the solicitation documents applicable to the agreement at the time Contractor/Consultant submits to City its executed agreement, Contractor/Consultant must satisfy all insurance and bonding requirements required by this Document and applicable by law, and provide the required written documentation to City evidencing such compliance. In the event that Contractor/Consultant does not comply with such submittal requirements within the time period established by the solicitation documents applicable to the agreement, City may, in addition to any other rights City may have under the solicitation documents applicable to the agreement or under applicable law, make a claim against any bid security provided by Contractor/Consultant.

2. Minimum Financial Security Requirements

All companies providing insurance required by this Document must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance and bonding requirements set forth in this Document and applicable to the agreement have been unconditionally satisfied.

For all agreements, regardless of size, companies providing insurance or bonds under the agreement must meet the following requirements:

- i) Best's Rating not less than A-
- ii) Best's Financial Size Category not less than Class IX, and
- iii) Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.
- iv) All bid, performance and payment bonds must be underwritten by a

U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submit to City evidence of its compliance with these conditions.

Contractor/Consultant's failure to comply with all insurance and bonding requirements set forth in this Document and applicable to the agreement will not relieve Contractor/Consultant from any liability under the agreement. Contractor/Consultant's obligations to comply with all insurance and bonding requirements set forth in Document and applicable to the agreement will not be construed to conflict with or limit Contractor/Consultant's indemnification obligations under the agreement.

3. Insurance Required for Duration of Contract

All insurance and bonds required by this Document must be maintained during the entire term of the agreement, including any renewal or extension terms, and until all work has been completed to the satisfaction of City.

4. Notices of Cancellation & Renewal

Contractor/Consultant must, notify the City of Atlanta in writing at the address listed below by mail, hand-delivery or facsimile transmission, within two (2) days of any notices received from any insurance carriers providing insurance coverage under this Agreement and Document that concern the proposed cancellation, or termination of coverage.

Department of Risk
68 Mitchell St.
Suite 9100
Atlanta, GA 30303
Fax (404) 658-7450

Productions conducting film and photography projects should also notify DeAllous Smith in writing via email. Please send to olocation@atl.com.

Confirmation of any mailed notices must be evidenced by return receipts of registered or certified mail.

Contractor/Consultant shall provide the City with evidence of required insurance prior to the commencement of this agreement, and thereafter with a certificate evidencing renewals or changes to required policies of insurance at least fifteen (15) days prior to the expiration of previously provided certificates.

5. Agent Acting as Authorized Representative

Each and every agent acting as Authorized Representative on behalf of a

company affording coverage under this contract shall warrant when signing the Acord Certificate of Insurance that specific authorization has been granted by the Companies for the Agent to bind coverage as required and to execute the Acord Certificates of Insurance as evidence of such coverage. City of Atlanta coverage requirements may be broader than the original policies; these requirements have been conveyed to the Companies for these terms and conditions.

In addition, each and every agent shall warrant when signing the Acord Certificate of Insurance that the Agent is licensed to do business in the State of Georgia and that the Company or Companies are currently in good standing in the State of Georgia.

6. Certificate Holder

The **City of Atlanta** must be named as certificate holder. All notices must be mailed to the attention of **Risk Management at 68 Mitchell St., Suite 9100, Atlanta, Georgia 30303**.

7. Project Name

The project name must be referenced in the description section of the insurance certificate.

8. Additional Insured Endorsements

City shall be covered as an **Additional Insured**, as its interest may appear, under any and all insurance required pursuant to this Agreement, and such insurance shall be primary and non-contributory with respect to the **Additional Insured**. However, this requirement does not apply to Workers' Compensation or Professional Liability Insurance. Additional insured status shall be maintained following project completion equivalent to the statute of repose in the state of Georgia. A copy of the Additional Insured Endorsement or its equivalent must be forwarded to the Risk Management Department as soon as practicable but in no event more than 10 days after the inception date of the contract.

9. Self-Insured Retentions, Deductibles or Similar Obligations

Any self-insured retention, deductible or similar obligation will be the sole responsibility of the contractor.

B. Workers' Compensation and Employer's Liability Insurance

Contractor/Consultant must procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits to cover each employee who is or may be

engaged in work under the agreement.

Workers' Compensation **Statutory**
Employer's Liability:
Bodily Injury by Accident/Disease **\$1,000,000 each accident**
Bodily Injury by Accident/Disease **\$1,000,000 each employee**
Bodily Injury by Accident/Disease **\$1,000,000 policy limit**

C. Commercial General Liability Insurance

Contractor/Consultant must procure and maintain Commercial General Liability Insurance on form (CG 00 00 01 or equivalent) in an amount not less than **\$1,000,000 per occurrence** and subject to a **\$2,000,000 aggregate**. The following indicated extensions of coverage must be provided:

- Contractual Liability
- Broad Form Property Damage
- Premises Operations Personal
- Injury
- Advertising Injury Fire
- Legal Liability Medical
- Expense
- Independent Contractor/Consultants/SubContractor/Consultants
- Products - Completed Operations
- Additional Insured Endorsement* (primary & non-contributing in favor of the City of Atlanta)
- Waiver of Subrogation in favor of the City of Atlanta

D. Commercial Automobile Liability Insurance

Contractor/Consultant must procure and maintain Automobile Liability Insurance in an amount not less than **\$1,000,000 Bodily Injury and Property Damage combined single limit**. The following indicated extensions of coverage must be provided:

- Owned, Non-owned & Hired Vehicles
- Waiver of Subrogation in favor of the City of Atlanta

In addition and in accordance with Section 22-181(b) of Chapter 22, Code of Ordinances of the City of Atlanta, all vehicles requiring access to the restricted areas of the Airport must be covered by an automobile liability policy in the minimum amount of **\$10,000,000** combined single limit for personal injury and property damage. The \$10,000,000 limit of liability will also be imposed on any parties transporting workers, materials and/or equipment to the Airport site from parking lots or similar facilities.

Exhibit B

Exhibit C

To download Exhibits B, C and D, go to www.atl.com/atlreelz.

All Information is Required

DEPARTMENT OF AVIATION FINANCE
Company Profile Form

Company LEGAL Name: _____
 Company Operating Name: _____
 Tax ID Number: _____
 Type of Business: _____

PRIMARY BUSINESS OFFICER

Contact Last Name: _____
 Contact First Name: _____
 Contact Middle Initial: _____

Contact Position/Title: _____
 Contact Function: _____

Email address: _____

BILLING Address: Line #1 _____
 Line #2 _____
 Line #3 _____

City: _____
 State/Province: _____
 Zip Code: _____
 Country: _____

Phone Numbers: Office #: _____
 Mobile #: _____
 Fax #: _____

****DOCUMENTS REQUIRED:** Form W9, Business Registration Certificate/Certificate of Incorporation, Letter of Credit (upon request)

I hereby certify that the information contained herein is complete and accurate:

Signature

Date

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)


Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or
 B. In connection with your premises owned by or rented to you.

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Exhibit D



ATL On Location
Commercial Film and Photography Request Form

Please submit full script/storyboard with this form

Company's LEGAL Name _____
 Project Name _____
 Contact Last Name _____ Contact First Name _____
 Contact Position / Title _____
 Mailing Address _____
 City / State / Zip _____
 Office Phone # _____ Mobile Phone # _____
 Fax # _____ Email Address _____

Is billing contact information same as above? YES NO
 If NO, complete billing information below.

Billing Contact Name and Title _____
 Billing Mailing Address _____
 Billing City / State / Zip _____ Office Phone _____

Project Description

Commercial Photography Feature Film TV Documentary Commercial PSA
 Other (provide description) _____

Project Purpose / Overview

Scene Description(s) at Hartsfield-Jackson

Site Information
 Desired filming location(s) Domestic Terminal International Terminal _____

Requested film dates and time range(s)
 ___/___/___ a.m./p.m. – ___/___/___ a.m./p.m.
 ___/___/___ a.m./p.m. – ___/___/___ a.m./p.m. Flight Information (if applicable) _____

Describe the activity that will take place at each location _____

Location _____

Electrical Requirements
 Generator _____
 Lighting _____

Equipment
 Camera Tripod Lighting Other equipment _____

Operations Information

Please list the total number of cast and crew that will be on the Airport's property.
 Cast ___ Crew ___

Number of vehicles used for production
 Trucks ___ Vans ___ Cars ___

On-site contact during filming (full name and contact number)

Are you planning to partner with an airline, government agency or concessionaire at Hartsfield-Jackson?
 YES NO

If yes, provide the contact name(s), company name(s) and contact information of partner representative:

This form is only a request document and does not represent an agreement between Hartsfield-Jackson Atlanta International Airport and the company. Hartsfield-Jackson's Office of Policy and Communications will first review the request form, script and insurance certificate before issuing an agreement. Hartsfield-Jackson has no responsibility to the requesting entity until a signed agreement has been received with advance payment and accepted insurance certificates.

Exhibit E

To download Exhibit E, go to www.atl.com/atlreelz.

SAMPLE TIMELINE / RUN OF SHOW Anybody Productions, LLC Atlanta, Georgia 30303

Date: October 6, 2016

Location: Terminal North Baggage Claim - Hartsfield-Jackson Atlanta International Airport

6:00 a.m. Trucks arrive at Terminal North, door N1. Art Dept. arrives to place signs at the ticket counter – dropping and leaving signage. Crew / Security will stay with the equipment at all times.

7:00 a.m. Crew arrives – carts and video village set up near baggage carousel # 8 – extras arrive.

7:10 a.m. Crew set-up in baggage claim near carousels 7 and 8.

8:00 a.m. Actors arrive at baggage claim.

8:30 a.m. Filming begins in baggage claim – shooting until 1:00 p.m.

1:00 p.m. Lunch

1:30 p.m. Art dept. set up signage - park in front of N4 doorway. Driver stays with truck.

2:00 p.m. Art dept. finishes work.

3:00 p.m. Filming begins at ticket counter (approximately).

5:00 p.m. Filming wraps.

6:30 p.m. Equipment is removed from Airport – trucks depart.

1. Crew count 80
2. Extras count 150-200 – Production requests to buy a section of parking at North Daily and place tables and chairs there for holding.
3. Park trucks – Camera (30FT) – 2-3 stake beds -2 Shorty forties - (150-200 ft.) at the end of Terminal North's pickup lane - inside lane from close to N2 to past N1. Camera truck, video truck, stake beds with props, grip, electric and vans dropping off and picking up.
– Drivers to stay in or next to trucks and vans.
4. Props – 1 chair cart for Video Village – grips – 4-5 carts, Electric – 4 carts – wardrobe rack – these can be positioned outside or by the south end of the Baggage Claim area and outside.
5. Baggage Claim #7-8. We will not look south towards signage or MARTA station.
6. We are requesting someone start and stop baggage carousel.
7. Extras coming in and out of N2 doorway.
8. Officer for trucks outside and security for crew and extras crossing street.
9. Long-term parking for basecamp – catering – crew cars/extras (unless there is adequate parking in the garages adjacent to Domestic Terminal North) all cars will be parked at basecamp and all crew and extras shuttled by van and bus to the set.
10. A Video Village area will be designated for our director, sound, video and monitors. This is an area approx. 15'x15' for monitors and video equipment to display what is being filmed. The Video Village moves around according to our camera angles.



CREATIVES

CREATIVES



City of Atlanta | Department of Aviation | Office of Policy and Communications

P.O. Box 20509 | Atlanta, GA USA 30320-2509 | (404) 382-2323

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