

FILM GUIDELINES 2011





The Vancouver Convention Centre ("the VCC") would like to thank you for considering us for your upcoming film shoot.

As the VCC is a multifunctional space, our objective is to provide access to the Vancouver Convention Centre for the purpose of on-location filming without disruption or inconvenience to other patrons and/or tenants.

The attached information outlines the conditions and regulations pertinent to filming at the VCC. These may not be the only regulations that affect filming at the VCC. For a full list of the VCC's rules and regulations, please refer to our Facility Services Guide which can be found on-line at:

http://www.vancouverconventioncentre.com/wp-content/uploads/2009/06/vcc_facilityservices_2010.pdf

We look forward to working with you to ensure that your shoot is successful.



EVENT REQUIREMENTS

Film Shoot Inquiries

All requests will be considered on a first come, first served basis and reviewed for compatibility with other events and activities within the VCC and in the surrounding precinct. The booking window for film shoots is 60 days - dates cannot be confirmed prior to this time.

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

Site Visits

Site visits will be accommodated based on availability of the VCC. Notice of at least 24 hours is required to accommodate any site visits. Any time any member of the film shoot would like to tour the building ("site visit"), for whatever purpose, an Event Manager must be present. A maximum of three (3) site visits, including a Technical Site Visit, will be accommodated at no charge.

Film Shoot Costs

The cost to film at the Vancouver Convention Centre will be determined by your Sales Manager based on the overall concept of the film shoot. In order to provide you with a quote to film at the VCC, the Sales Manager will require an outline of the scenes/story/concept/locations that you would like to film in the building. The quoted fee will be determined based on the scope of the film shoot and will also take into consideration any area of public access and/or interruption to other events taking place at the VCC.

A general overview of the rate structure is as follows:

- The minimum cost to film at the VCC will be \$10,000 per filming day. The charge for vehicle staging can be applied to the minimum charge.
- If available and required, you may use an Exhibit Hall for vehicle staging. The cost for vehicle staging will be charged at \$5,000/day. This will provide you with a minimum of 59,000 square feet of space enabling you to stage all film related vehicles and allow for a flexible move-in/out.



Event Manager

Once a license agreement has been issued and signed, an Event Manager will be assigned to assist you with site visits and organizing the staff/services available through the VCC.

Manager on Duty

In addition to your Event Manager, a Manager on Duty (MOD) will be assigned to assist you while you are onsite at the VCC. The MOD is your first point of contact for day to day operations to ensure that your film shoot runs smoothly. If your day extends past 8 hours, you may have more than one MOD assigned to your event.

Additional Services Costs

Staff and service charges will also apply to your event. Your assigned Event Manager will work with you to finalize all staff and shift requirements.

At the time that a contract is issued, you will receive an Additional Services Estimate for anticipated security, housekeeping, electrical and additional labour requirements. A more accurate estimate of these services will be included on your Event Resume and sent to you prior to your film shoot. Actual charges for additional services will appear on your final invoice, which will be sent to you after the conclusion of your film shoot.

Cancellation

Please refer to the appropriate sections of your license agreement for details pertaining to cancellations. Should you have any questions or require clarification, please contact your Sales Manager.

Insurance

Insurance is required for all events under the License Agreement. Coverage of \$5 million General Liability and \$1 million Tenants Legal Liability is required. PavCo must be named as an additional insured. A hard copy of the certificate is to be given to the Event Manager prior to occupying the building. Please see section 6 of the License Agreement for other requirements.

Licenses and Permits

The City of Vancouver issues Film Activity Permits for film shoots that will affect the normal use of public city property (for film shoots occurring outside of the VCC). Clients are advised to contact the Film and Special Events Office directly to arrange for appropriate Licenses/Permits at 604-257-8850.

Prohibition of Filming of Trade Marks

It is prohibited to use any photograph, film, or other visual image depicting a sign, logo or scene readily identifiable with the VCC without written permission.

The filming company must obtain the written consent of any third party to use any photograph, film or other visual image depicting a trade mark, trade name, brand name, logo, certification mark, distinguishing guise, trade dress, corporate name, business name or other similar indicia or marking of a third party.



Damages

A pre and post event inspection of the film locations will be conducted by a representative of the VCC and the Client. Costs resulting from repairs, replacements, damages, and cleaning of the event space are the responsibility of the Client as detailed in their License Agreement. A damage deposit may be required which will be determined by the Sales Manager at the time of contracting.

GENERAL

Adhesives

All adhesives must be pre-approved by VCC. Acceptable floor adhesives in the facility are poly-coated cloth tape or gaffer's tape. The only acceptable double sided carpet tapes are Renfrew #174 or Shur-Tape #642. Vinyl, foam, and packing tape are prohibited in the facility. When taping anything to a non-carpeted floor, including the lobby, pre-function and delegate concourse floors, please use a protective layer of adhesive pre-mask tape (e.g. Transferite) between the floor and the carpet tape.

Acceptable wall adhesives in the facility are painters tape, masking tape, "fun-tak", wall mounting tabs, or straight pins.

Adhesion to exterior glass walls and interior wood walls is prohibited.

Please note that cleaning and removal of non-approved adhesives by VCC staff are chargeable costs.

Animals

Animals or pets, with the exception of service animals are not permitted in the VCC except as an approved exhibit, activity or performance legitimately requiring use of animals. Such animals or pets must be on a leash or in an enclosed pen, and under control at all times. The owner must take full responsibility for his or her pet.

Balloons

Due to the complexity and costs of retrieving balloons from various areas within the facility, we request a deposit and signed waiver form when helium balloon decor is planned. If retrieval does not become necessary, the deposit is refundable post-shoot.

Compressed Gas

Should this be a requirement, advance notice requiring approval by your Event Manager will be mandatory. Compressed gas cylinders must be stored in a safe manner when they are on-site. The Client is responsible for arranging drop off and pick up. If the cylinders are left on site after the film shoot's scheduled move-out the event will be charged for disposal costs.

Electrical

Electrical services are supplied exclusively through the VCC. Only the in-house electrician is permitted to make connections to VCC's panels, floor ports, transformers or to disconnect switches. If wiring or equipment constitutes a fire hazard or is contrary to the Canadian Electrical Code, the VCC's electrician cannot proceed until the situation is rectified. Refunds will not be issued for equipment or power supplies ordered which are installed but not used.



Electrical (continued)

All electrical, data and audio visual cables must be secured and matted to conform to electrical/safety standards and are subject to inspection at any time. Suppliers can install their own matting which will be inspected by the VCC prior to the start of filming.

No generators of any kind will be allowed onsite at the VCC, including any outdoor space (such as the loading bays or plazas).

Food and Beverage

For film shoots, the facility has agreed that "Craft Services" (coffee, tea and light snacks) will be permitted onsite. Craft Services must be served out of the West Loading Bay and will not be allowed to be brought inside the VCC. No outside catering will be permitted on site.

Health & Safety

The VCC endeavors to operate in a manner that fully complies with the WorkSafeBC Occupational Health and Safety Regulations. The facility requests the full cooperation of our clients, their contractors, suppliers, staff, exhibitors and guests in ensuring a safe and healthy environment.

As part of this effort, some event activities may require that specific safety measures be taken, particularly during set-up and teardown. This may include the requirement for personal protective equipment (PPE) including high visibility vests, safety footwear, hard hats, and protective eyewear.

A dedicated Occupational First Aid Attendant (OFA) may be required and will be determined on a case by case basis based on the nature and size of the shoot. Please ensure all your event activities are discussed in advance with your Event Manager. They will consult with the VCC's Safety Officer and advise if there are specific safety measures that need to be addressed.

In order to facilitate on-site communication regarding health and safety, each Client is responsible for appointing an on-site safety representative whose role is to act as the VCC's on-site liaison for any health and safety issues pertaining to the shoot.

In accordance with City of Vancouver Health By-Law #9535 and as required by LEED building standards, all indoor and outdoor spaces (including loading bays) within a 7.5 m perimeter of the VCC are NON-SMOKING.

Housekeeping and Waste Removal

Housekeeping services are provided exclusively by the VCC. Clients must remove all tape, stickers, signs, posters or other materials at the completion of their shoot. Additional costs may be incurred if areas are not clean and clear of these materials.

The VCC is to be advised if events are expected to generate an exceptional amount of waste. All Clients are encouraged to apply sustainable event practices to reduce waste, reuse resources, and recycle or use recycled product. Extra recycling or waste bins, additional staffing, and waste disposal services will be provided as required and are chargeable to the Client.



Rigging

Rigging is an exclusive service to the VCC and is provided by RIGGIT Services Inc. They are located onsite and are available to assist with your needs. Please contact your Event Manager for details.

Security

Security staff are on site to monitor attendee safety, redirect the public, manage the VCC's entrances and to help keep access and egress ways open. Security Services are provided exclusively by the VCC and will be assigned based on the nature of the film shoot and after consultation with the VCC's assigned Event Manager.

Special Effects

Formal approval must be given by the VCC for all shoots requesting to use any form of special effects.

Telecommunications & Technology

Bell Canada is the VCC's exclusive supplier of telecommunications and technology services. Should you wish to have imaging displayed on the permanently mounted digital signs that may fall within your filming zones, material can be provided to the VCC by your Art Department. The cost would be \$100 per screen, per day (available during filming days only).

LOGISTICS

Loading Facilities

The VCC is a unique facility located in the busy downtown core of Vancouver and it is critical that guidelines are followed in order to facilitate loading and transportation movement. Due to other activities taking place in the facility, not all loading bays and loading areas will be available. Loading facilities are for temporary pickup and delivery only. Parking is prohibited in the loading area or truck route, with the exception of Craft Services – which will be assigned a loading bay for the duration of the film shoot (if required). Freight and equipment may not be stacked or stored in the loading area, on the truck route or against fire exits, fire pull stations or fire hose cabinets.

Move-in and Move-out

Move-in and move-out security are mandatory for proper vehicle control and are an exclusive service of the VCC. This includes staff for the Vehicle Holding Lot as necessary. The Event Manager will assign the necessary staff to ensure the move in/out process is safe and orderly. The cost for this staffing is chargeable to the Client.

Early Move-Ins

The Rental period is defined as the hours between 06:00 (6:00 AM) and 24:00 (midnight) to respect city noise by-laws. This time period includes move-in, set up, film shoot, strike and move-out. If earlier move-in or move-out is required, the client will need to notify the Sales Manager and additional rental charges may be applied. Any Client requesting early move-in privilege is responsible for any additional security, housekeeping and/or labour charges incurred as result of this request.



Forklifts

Forklifts and certified forklift operators are provided exclusively by the VCC. Outside suppliers, Clients, or Film crews are not permitted to bring in their own lifts or operators.

Freight & Service Elevators

For the safety of all individuals, freight elevators are not intended for passenger use, unless you are using craft services, in which case your crew and actors will be required to access the loading bay by the back-of-house and freight elevators.

Parking / Vehicle Holding Lot

Unfortunately, the VCC is unable to make arrangements for event parking. The Event Manager will provide contacts for parking providers in the general area of the VCC. Overnight parking and parking for oversized vehicles may be arranged through these providers.

VCC East – Load In

Deliveries for the East building should be directed to the East Truck Route located at the foot of Howe Street where it meets Canada Place.

The East Truck Route has one-way access only and is 16' wide (4.87 m) with an incline of 3'6" (1.07 m) over a 35' (10.67 m) distance, as well as an overhang with a clearance of 13'11" (4.17 m) at the access point to the exhibit halls. The incline will allow a standard 40' (12.19 m) trailer with a bottom clearance of no less than 12" (30.48 cm) to enter exhibit halls.

The loading area consists of four loading bays, which can accommodate semi-trailers up to 30' (9.14 m) in length. All four bays have levelers. Loading dock clearance is 13'11" (4.17 m) high, 12' (3.65 m) wide. Each exhibit hall has limited drive-on access through roll-up doors for full-sized trailers.

Measurements of roll-up doors are as follows:

- East exhibit hall A: 19' (5.79 m) high, 17'- 6" (5.33 m) (due to angled entry)
- East exhibit hall B: 13'7" (4.14 m) high, 16'8" (5.08 m) wide
- East exhibit hall C: 13'7" (4.14 m) high, 28'6" (8.69 m) wide

Maximum length of vehicles for drive-on access to exhibit halls is as follows:

- East exhibit hall A: 60' (18.29 m)
- East exhibit hall B: 30' (9.14 m)
- East exhibit hall C: 50' (15.24 m)

Please do not deliver freight or load and unload at hotel entrances or elevators.



VCC West - Load In

Deliveries for the West building should be directed to the West Truck Route located on Waterfront Road.

The West Truck Route has two-way access and is 29'6" (9 m) wide with a lane width of 14'9' (4.5 m). There is a downward slope moving northbound on the truck route which falls 4' (1.22 m) over 63'11" (19.5 m). The loading area consists of 22 loading bays, which can accommodate full-size semi-trailers up to 80' (24.4 m) in length. Six bays have dock levelers and there are three ramps off of the truck route for drive-on access to the exhibit halls. Loading dock clearance is 17' (5.2 m) high, 12' (3.65 m) wide. Each exhibit hall has limited drive-on access through roll-up doors for full-sized trailers.

Measurements of roll-up doors are as follows:

- West exhibit hall A loading bays 22'6" (6.85m) wide by 15'4" (4.67m) high
- West exhibit hall B loading bays 22'6" (6.85m) wide by 15'4" (4.67m) high
- West exhibit hall C loading bays 16'4" (4.98m) wide by 15'4" (4.67m) high (forklift only)
- West exhibit hall C Waterfront Road 22'6" (6.85m) wide by 23'11" (7.11m) high (street clearance permits 15' max height)

For more information, please contact:

Anita Sodhi-Cavezza
Regional Sales Manager
Tel: +1-604-647-7343
asodhi@vancouverconventioncentre.com

Kristine Koonts
Sales Associate, Regional
Tel: +1-604-647-7226
kkoots@vancouverconventioncentre.com