

## LOCATION POLICY FOR COMMERCIAL FILMING AND PHOTOGRAPHY

---

### OUR MISSION

To instill a sense of wonder, respect, and stewardship for the Pacific Ocean, its inhabitants, and ecosystems.

---

### SCOPE OF THIS POLICY

This Location Policy (“Policy”) applies to any commercial production company and all associated crews or third parties hired by that company (collectively, the “**Contractor**”) seeking to use the Aquarium of the Pacific (the “**Aquarium**”) as a filming or photography location and/or to film/photograph Aquarium animals or staff. Covered productions include, but are not limited to, feature films, television commercials or series, documentaries, music videos, and print or digital advertisements (collectively, “**Production**”).

This Policy must be reviewed, agreed to, and signed by the Contractor prior to approval of any filming or photography request **and at least one week prior to the first shoot date.**

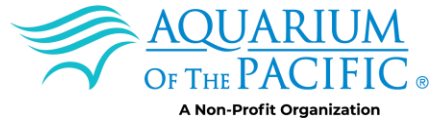
---

### FILMING AND PHOTOGRAPHY REQUESTS

All requests must be submitted online at: [aquariumofpacific.org/locationshooting](http://aquariumofpacific.org/locationshooting) (“[Filming Proposal Form](#)” located at the bottom of the page).

Requests must include the following information:

- Type of production and brief synopsis
- Production company name (references may be required)
- Client name
- Total shoot duration (hours/days)
- Total crew size (including talent)
- Number and type of vehicles
- Proposed filming locations and setup description
- Animals requested and proposed use
- Complete contact information



## **TECHNICAL SCOUT**

A walkthrough with the location manager, director, producer, and relevant Aquarium staff must occur at least five (5) business days prior to the Production. Crew size per area, access points, parking, safety protocols, sanitation plans, and any behind-the-scenes filming and lighting must be reviewed and approved in writing.

---

## **GENERAL REQUIREMENTS**

### ***1. Content Approval***

All content must align with the Aquarium's mission and [Guiding Principles](#). The Aquarium's marketing staff will review all requests and reserves the right to deny any production that conflicts with its mission, values, or sponsors.

- Animals may not be portrayed negatively.
- Content involving excessive violence, sexual or adult themes, or depictions of aquariums or zoos in a negative light will not be permitted.
- Content of shoot may not conflict with any sponsors of the Aquarium.

### ***2. Advance Notice and Supervision***

Contractor must provide a minimum of two weeks' advance notice. Shorter timelines may be considered on a case-by-case basis. All shoots must be supervised by appropriate Aquarium personnel. Filming during public hours requires written approval and is subject to occupancy and staffing limitations and additional fees may apply.

### ***3. Visitor Experience***

Production activities must not interfere with the guest experience. Commercial filming generally occurs before or after hours. Filming areas will be closed to the public.

### ***4. Script Review***

Final scripts must be submitted to the Aquarium's marketing department at least two weeks in advance and approved in writing. The Aquarium reserves the right to approve or deny use of its name, likeness, animals, staff, or facilities.

---



## ANIMAL CARE AND UNDERWATER FILMING

### ***5. Exhibit and Dive Requirements***

Divers and associated equipment may pose a risk to animals within exhibit tanks. Accordingly, non-Aquarium personnel are generally not permitted to enter exhibit tanks. Any exceptions require prior written approval from the Aquarium's Animal Care Department and Dive Safety Officer and are based on the documented diving and underwater experience of the photography crew or talent.

#### **Underwater Filming Parameters:**

- The exhibit most often approved for underwater filming is the **Tropical Reef Habitat**.
- For in-water shoots, a minimum of two Aquarium Dive Safety Staff is required. Additional staff may be required depending on the number of individuals in the water or the nature of the activity.
- The **Honda Blue Cavern** may be approved on a limited basis and requires mandatory thermos breaks:
  - Breaks every thirty (30) minutes
  - Minimum ten (10) minutes per break to allow in-water personnel to warm up
  - Break durations may be extended as necessary
- Underwater filming is **not permitted** in the following exhibits:
  - Sea Otter Habitat
  - Seal/Sea Lion Habitat
  - Diving Birds
  - June Keyes Penguin Habitat

#### **Diving Requirements:**

- All Production personnel, including talent, who wish to SCUBA dive must:
  - Provide proof of a minimum open-water certification from a recognized SCUBA training agency
  - Execute a Dive Waiver
  - Complete all required documentation
  - Provide additional insurance coverage meeting Aquarium requirements
- Aquarium Dive Safety Officers provide oversight only and do not offer dive training.

#### **Aquarium Divers:**

- Use of Aquarium divers as on-camera talent or to assist Production requires:
  - Prior written approval
  - Advance payment of additional fees

### ***6. Dive Gear, Test Dives and Exhibit Materials***

Aquarium-owned dive gear must be used for all shoots involving any person in the water.



For any Production in which crew members, including camera operators or talent, will enter the water:

- A test dive or swim must be completed at least one (1) week prior to the shoot to allow exhibits and animals to acclimate.
- Any Aquarium staff time required for the test dive or swim will be billed to the Contractor in accordance with posted rates at [aquariumofpacific.org/locationshooting](http://aquariumofpacific.org/locationshooting).

Any non-Aquarium-owned props, equipment, or wardrobe proposed for use inside an exhibit must:

- Be submitted for review at least one (1) week in advance
- Receive written approval from both the Aquarium's Animal Care and Diving Departments

All items worn or brought into an exhibit must:

- Be free of sharp edges, beads, sequins, or detachable components
- Contain no materials or chemicals that could harm animals through ingestion or contact, including but not limited to gels, hairspray, or non-natural dyes
- Pose no risk of damage to acrylic windows or other exhibit components

---

## INSURANCE AND INDEMNIFICATION

### *7. Insurance Requirements and Indemnification*

#### **a. Insurance Requirements**

No later than five (5) business days prior to filming, Contractor shall submit certificates of liability and automobile insurance, along with proof of workers' compensation coverage meeting California statutory requirements, including all required endorsement pages. If any corrections are required, a final, complete, and compliant certificate of insurance must be provided to the Aquarium no later than three (3) business days prior to the shoot, otherwise shoot will need to be rescheduled. All insurance requirements and instructions are set forth in **Addendum A**, which is incorporated herein by reference.

#### **b. Indemnification**

Contractor agrees to defend, indemnify, and hold harmless the Aquarium and the City of Long Beach, and their respective officers, officials, employees, directors, and volunteers, from and against any and all claims, damages, losses, liabilities, and expenses, including attorneys' fees, arising out of or resulting from the performance of the Production, to the extent caused by the negligent acts or omissions of the Contractor, its subcontractors, agents, employees, or any person or entity for whom they may be liable, except to the



extent caused by the active negligence, sole negligence, or willful misconduct of the Aquarium.

---

## **FACILITIES, EQUIPMENT, AND OPERATIONS**

### ***8. Alterations, Sets, and Use of Aquarium Property***

- Commercial filming or photography may not permanently alter the appearance, layout, or configuration of the Aquarium of the Pacific or its exhibits. Exhibits may not be permanently modified or changed.
- All sets, props, and scenic elements brought onto Aquarium property must be submitted for review and approved in writing in advance, and at least three (3) business days prior.
- Set construction may be permitted only with prior written approval from the Aquarium.
- ***No tape or similar adhesives may be applied to walls, exhibits, or other Aquarium surfaces.***
- All materials, sets, and equipment brought into the Aquarium must be removed by the Contractor at the conclusion of the Production.
- As a general rule, use of Aquarium-owned items, equipment, or fixtures is not permitted. If Contractor wishes to use or rent Aquarium property including, but not limited to, carts, tables, chairs, or Aquarium props, such requests must be submitted in writing at least three (3) business days prior to the Production to allow for review and approval. If approved, applicable rental fees will be added to the Production invoice.

### ***9. Equipment Storage***

Unattended equipment may not be stored inside the Aquarium.

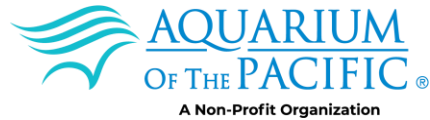
### ***10. Damage***

Contractor shall be responsible for all damage occurring in connection with the Production and shall pay all costs for repairs or restoration as determined by the Aquarium.

### ***11. Power and Lighting***

Contractor is responsible for supplying all power required for the Production. All power requirements and lighting plans must be submitted to the Aquarium for review and written approval no later than five (5) business days prior to the Production.

Due to the presence of acrylic exhibit enclosures, all lighting must be positioned at a safe distance from tanks to prevent heat damage. Exhibit lighting may not be altered under any circumstances. Additional lighting or props may not be placed above exhibits without prior



written approval from the Aquarium, including its Animal Husbandry and Facilities Departments.

The Aquarium does not permit lights to be suspended over exhibits unless they are properly secured and fitted with protective covers designed to prevent fragments from entering exhibits in the event of bulb failure. Exhibits housing sensitive animals must remain covered, as directed by the attending aquarist, until all lights are turned off. Crews may be required to cover exhibits that contain sensitive animals. The attending aquarist will determine what protective measures are needed and will assist with covering the exhibits, as well as advise on whether lighting may be used in those areas. Strobe photography is not permitted near animal habitats or enclosures.

---

## **LOGISTICS AND PERMITS**

### ***12. Parking***

- Limited parking for Production trailers, vans, or vehicles (including grip and electric) may be available in the Aquarium's designated bus zone.
- All parking requests must be submitted at least five (5) business days prior to Production and must include the length of each proposed vehicle.
- Personal vehicles may park in the City's Queensway Bay Parking Structure located in front of the Aquarium with permission from the City of Long Beach's filming office and are subject to City parking fees.
- Additional parking arrangements may be available through the City of Long Beach and may require permits. For additional information, contact 562-570-5333.

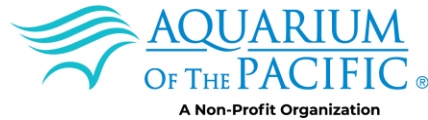
### ***13. City Permits***

All filming, indoors or outdoors, requires a permit from the City of Long Beach. For additional information regarding the application process, contact the City's Special Events Office at 562-570-5333. Contractor is responsible for submitting the application in a timely manner to ensure permit approval prior to the scheduled Production date(s). See Location Checklist in Addendum B for due dates.

---

## **CONDUCT, SAFETY, AND HEALTH**

### ***14. Smoking and Food***



Smoking, vaping, gum, and outside food or beverages are prohibited on Aquarium property.

### **15. Catering**

Contractor may coordinate in advance with the Aquarium's in-house caterer, regarding craft services at an approved outdoor location. All meals and snacks consumed inside the Aquarium must be provided exclusively by this caterer. Contractor is responsible for ensuring food is consumed only in approved areas and that all Production areas are left clean, with trash and recyclables properly disposed of.

### **16. Hazardous Materials and Noise**

Flammable, toxic, or reactive substances are prohibited. If Contractor is unsure whether any substance is permitted, including substances that may react with water and cause harm to persons, animals, or property, Contractor shall disclose such substance in writing to the Aquarium no less than five (5) business days prior to the Production for review. The use of dollies, cranes, and loud noises is subject to prior written approval by the Aquarium, and certain sounds may be restricted due to animal sensitivity. The Aquarium's safety department may review the qualifications of Production crew members if the Production intends to operate equipment on-site. The Production agrees to provide copies of certifications for aerial lifts and/or any other equipment the Aquarium may permit to be brought and operated on the premises. The Aquarium reserves the right to determine whether such equipment will be allowed.

### **17. Crew Size and Security**

- Crews over 15 require a Municipal Fire Inspector arranged through the City of Long Beach's Special Events and Filming Office.
- Crews over 30 require additional Aquarium roaming security.
- All crew must attend daily safety briefings prior to entering and wear production badges.
- Contractor shall designate one team member who will be present on set throughout each day of Production and responsible for enforcing all Aquarium safety protocols. The name and cell phone number of this individual must be provided to the Aquarium's location representative.

#### **a. Security**

Contractor shall promptly notify the Aquarium's on-duty security officer or location representative of any suspicious activity or individuals not affiliated with the Production in the vicinity of the shoot. Production crews shall enter through a designated access gate near the set (e.g., Gate #2). All Production personnel must obtain and display a badge issued by Aquarium security. No gates may be propped open unless continuously monitored by a designated Aquarium staff member. Production agrees not to open any Aquarium gates to



allow entry and will instead follow the established protocol which requires that all Production personnel be admitted only by authorized Aquarium staff.

***b. Health Department and Permit Compliance***

All Production activities must comply with applicable Long Beach Health Department orders and safety requirements. Required permits shall be coordinated through the City of Long Beach Filming Office, and a copy of the approved permit must be provided to the Aquarium no later than one day prior to the Production.

***c. Health, Safety, and Emergency Procedures***

Health and safety protocols, including respiratory illness guidelines, must be followed at all times.

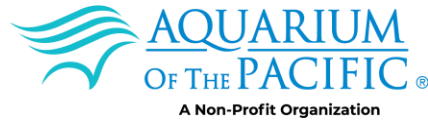
Individuals exhibiting symptoms of respiratory illnesses, including sore throat, cough, congestion, fever, headache, body aches or chills, nausea, vomiting, diarrhea, or loss of taste or smell: The Center for Disease Control (CDC) recommends staying home and/or remaining away from others for at least 24 hours after symptoms improve and fever resolves without the use of fever-reducing medication, and encourages additional precautions, including masking.

Hand-sanitizing stations are available throughout the Aquarium and must be used as appropriate. Filming areas are subject to cleaning and disinfecting by Aquarium staff. Contractor shall provide the Aquarium with a copy of the complete Production call sheet in advance. Failure to comply with Aquarium health and safety protocols may result in removal from the premises.

Aquarium security personnel are trained in CPR, first aid, emergency evacuation, and emergency response procedures. **IN THE EVENT OF A LIFE-THREATENING EMERGENCY, CONTRACTOR AND ITS PERSONNEL SHALL IMMEDIATELY CALL 911 AND THEN NOTIFY AQUARIUM SECURITY DISPATCH AT 562-951-1733 OR THE ON-SITE SECURITY OFFICER OR LOCATION REPRESENTATIVE.** For non-life-threatening medical issues, Contractor shall notify Aquarium security or the location representative so appropriate assistance may be provided.

Contractor shall ensure that all Production personnel receive copies of the Aquarium's evacuation routes and health and safety protocols prior to the Production.

By entering the Aquarium of the Pacific, Contractor and all individuals brought to the Aquarium in connection with the Production agree to hold harmless the Aquarium of the Pacific, its staff, Board of Directors, and the City of Long Beach from any injuries, illnesses,



or other inherent risks associated with the Production, including potential exposure to COVID-19.

---

## **ADDITIONAL PROVISIONS**

- Schedule changes or cancellations require 24-hour written notice.
- The Aquarium reserves the right to cancel production at any time.
- Filming in restrooms is generally prohibited and requires special approval.
- Filming in the electrical or boiler rooms below California Terrace/Penguins requires a minimum of two (2) life support or facilities staff members. Additional staffing may be required based on the location and scope of the Production.
- Only insured Production personnel are allowed on site.
- Confidential or proprietary information may not be released without written permission.
- Exhibit tank lighting typically shuts down at 8:00 p.m. Extensions require prior approval and may not be permitted due to animal care considerations. Lighting on animal exhibits may not be extended past midnight or before 5:00 a.m. Consecutive late night and early morning extensions for the same habitat will not be permitted. If an exhibit is approved for extended or supplemental lighting, nearby exhibits may require pipe and drape to minimize light scatter. Any supplemental lighting must be of reasonable spectrum and intensity. Lighting plans should be discussed during the tech scout and are subject to on-site approval by the Aquarium's animal welfare observer. Unusual colors or excessive brightness that may impact animal behavior will require adjustment.
- If divers/swimmers enter a habitat, or if lighting adjustments are made, an Aquarium animal welfare observer must be provided at the Contractor's expense.
- Any objects placed inside habitats, including cameras, must be approved by the Aquarium's animal welfare observer. All objects entering aquatic habitats must be soaked in freshwater for at least five minutes prior to entry. (Bins and water can be provided by the Aquarium).
- Contractor acknowledges sole responsibility for securing all required permissions from artists for the inclusion of any artwork and/or music displayed at the Aquarium. Contractor shall provide advance notice to the Aquarium's Public Relations Department during or before the technical scout to facilitate timely approval prior to the Production.
- Contractor acknowledges that confidential or proprietary information may be accessed during planning and production and shall not release any information, photographs, or video depicting the Aquarium, its animals, staff, or guests without prior written approval from the Aquarium, including on social media platforms such as TikTok, X (Twitter), Instagram, Threads, Flickr, Facebook, and YouTube and any that arise in the future, whether accounts are public or private.
- Failure by Contractor to submit complete and compliant insurance documentation pursuant to Addendum A at least three (3) business days prior to the scheduled Production may result in postponement of the Production until such documentation is received and



approved and a mutually agreed upon date is secured. Contractor shall be responsible for all cancellation or rescheduling fees, including reimbursement for scheduled staff time and any additional costs incurred by the Aquarium in support of the Production.

---

**AQUARIUM POINT OF CONTACT**

The Aquarium will designate one or more primary representatives to serve as the sole point(s) of contact for the Production. Such representative(s) will coordinate all Aquarium-related logistics, approvals, scheduling, access, and on-site operations.

Contractor agrees that all communication, requests, and coordination shall be directed exclusively through the Aquarium’s designated representative(s) and that all instructions and directives issued by such representative(s) must be followed. Failure to comply may result in suspension or termination of Production activities.

*Aquarium Designated Points of Contact:*

- Marilyn Padilla ([mpadilla@lbaop.org](mailto:mpadilla@lbaop.org))
- Chelsea Quezada ([cquezada@lbaop.org](mailto:cquezada@lbaop.org))

---

**AGREEMENT AND SIGNATURES**

By signing below, Contractor acknowledges they have read, understand, and agree to comply with the Aquarium of the Pacific Location Policy and Addendum A Insurance Requirements.

**CONTRACTOR**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**AQUARIUM**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## ADDENDUM A - INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees, or subcontractors.

***Failure by Contractor to submit complete and compliant insurance documentation pursuant to Addendum A at least three (3) business days prior to the scheduled Production may result in postponement of the Production until such documentation is received and approved and a mutually agreed upon date is secured. Contractor shall be responsible for all cancellation or rescheduling fees, including reimbursement for scheduled staff time and any additional costs incurred by the Aquarium in support of the Production.***

### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

<b>Commercial General Liability (CGL):</b>	Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than <b>\$2,000,000*</b> per occurrence.  If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.  <i>*\$4,000,000 for Productions involving non-Aquarium divers or swimmers</i>
<b>Automobile Liability:</b>	ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than <b>\$1,000,000</b> per accident for bodily injury and property damage.
<b>Workers’ Compensation:</b>	As required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than <b>\$1,000,000</b> per accident for bodily injury or disease.
<b>Professional Liability (Errors and Omissions – if applicable):</b>	Insurance appropriate to the Contractor’s profession, with limit no less than <b>\$1,000,000</b> per occurrence or claim, <b>\$2,000,000</b> aggregate. <i>(If applicable – see footnote next page)</i>

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Aquarium requires and shall be entitled to the broader coverage and/or higher limit



## OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

### *Additional Insured Status*

Both the Aquarium and the City of Long Beach, its officers, officials, employees, Board of Directors, and volunteers are to be covered **as additional insureds** on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

### *Primary Coverage*

For any claims related to this contract, the **Contractor's insurance coverage shall be primary and non-contributory** and at least as broad as ISO CG 20 01 04 13 as respects both the Aquarium and the City of Long Beach, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Aquarium, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This also applies to any Excess or Umbrella liability policies.

### *Umbrella or Excess Policy*

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

### *Notice of Cancellation*

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Aquarium.

### *Waiver of Subrogation*

Contractor hereby grants to both the Aquarium and the City of Long Beach **a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Aquarium and the City of Long Beach by virtue of the payment of any loss under such insurance**. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Aquarium has received a waiver of subrogation endorsement from the insurer.

### *Self-Insured Retentions*

Self-insured retentions must be declared to and approved by the Aquarium. The Aquarium may require the Contractor to purchase coverage with a lower retention or provide proof of



ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Aquarium.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Aquarium.

### ***Claims Made Policies (note – should be applicable only to professional liability, see below)***

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided *for at least five (5) years* after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of ***five (5)*** years after completion of work.

### ***Verification of Coverage***

Contractor shall furnish the Aquarium with original certificates and amendatory endorsements, or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the Aquarium before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Aquarium reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

### ***Special Risks or Circumstances***

The Aquarium reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances maintained by the Contractor.



## ADDENDUM B - LOCATION CHECKLIST

---

### TO SECURE YOUR DATE:

	<p><b>Submit a Filming/Photography Proposal</b>          Submit your proposal at <a href="http://aquariumofpacific.org/locationshooting">aquariumofpacific.org/locationshooting</a> by clicking “Submit a film/photo shoot proposal.”</p>
	<p><b>Submit Executed Agreements</b>          Provide a fully executed copy of the Aquarium of the Pacific Location Policy, including Addendum A (Insurance Requirements) at least one (1) week prior to the first scheduled shoot date, or if a test dive is planned, at least one (1) week prior to the test dive date.</p>
	<p><b>Provide Billing Information</b>          Include company name, address, phone number, and primary billing contact name and phone number: due at least one (1) week prior to the first scheduled shoot date, or if a test dive is planned, at least one (1) week prior to the test dive date.</p>
	<p><b>Provide Script or Creative Materials</b></p> <ul style="list-style-type: none"> <li>• Narrative/Commercial: Final script and story board</li> <li>• Reality Television: Episode synopsis or outline / interview questions</li> <li>• Photography: Storyboard or visual mockup and accompanying text</li> </ul> <p><i>(Scripts are due two (2) weeks prior to the first scheduled shoot date.)</i></p>

### PRIOR TO THE PRODUCTION:

	<p><b>Schedule a Technical Scout</b> <i>(Scout must be completed at least five (5) business days prior to the first scheduled shoot date.)</i></p>
	<p><b>Submit City of Long Beach Permit</b> <i>(Submit to the Aquarium at least five (5) business days prior to the first scheduled shoot date.)</i>          Provide a copy of the approved City of Long Beach filming permit.</p>
	<p><b>Submit Certificate of Insurance</b> <i>(Submit to the Aquarium at least five (5) business days prior to the first scheduled shoot date.)</i>          Insurance must meet the requirements outlined in Addendum A and include:</p> <ul style="list-style-type: none"> <li>• Minimum \$2,000,000* in General Liability, \$1,000,000 Workers’ Compensation, and \$1,000,000 Automobile Liability</li> <li>• Description section must include the following for all of the above, including Workers Compensation insurance:  <i>“A waiver of subrogation is granted in favor of the additional insured.”</i></li> <li>• Additional insured must be listed as the following for General Liability, Auto, and Workers Comp certificates:  <i>“Aquarium of the Pacific and the City of Long Beach, and their Officers, Employees, and Volunteers.”</i></li> <li>• Endorsement pages must be included on all certificates</li> </ul>

	<ul style="list-style-type: none"> <li>• Coverage must be Primary and Non-Contributory must be included in the description section of all certificates</li> </ul> <p><i>*\$4,000,000 for Productions involving non-Aquarium divers or swimmers</i></p> <p>If any information is missing or incorrect, a final, complete, and corrected certificate must be submitted to the Aquarium <u>no later than three (3) business days prior to the first scheduled shoot date, otherwise, shoot will need to be rescheduled.</u></p> <p>Failure by Contractor to submit complete and compliant insurance documentation pursuant to Addendum A at least three (3) business days prior to the scheduled Production may result in postponement of the Production until such documentation is received and approved and a mutually agreed upon date is secured. <u>Contractor shall be responsible for all cancellation or rescheduling fees, including reimbursement for scheduled staff time and any additional costs incurred by the Aquarium in support of the Production.</u></p>
	<p><b>Provide Full Payment</b> – <i>(Due at least one (1) business day prior to Production via check or ACH)</i></p>
	<p><b>Additional documentation may be required depending on the nature of the Production, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Proof of open-water SCUBA certification and signed dive waiver (for SCUBA or snorkeling)</li> <li>• Signed Animal Encounter Agreement (for approved interactions with animals such as sea lions, sea otters, sharks, or penguins, when available)</li> </ul> <p><b>For shoots with talent/crew in the water:</b> <b>Schedule a Test Dive</b> <i>(Test dive must be completed at least one (1) week prior to the first scheduled shoot date.</i></p>