

CODE OF CONDUCT

Welcome to Greater Philadelphia. We are privileged to work in the most exciting growth industry in the world, and each of us carries a responsibility to conduct ourselves in a courteous and respectable manner. While on location it is mandatory that all members of a cast and crew maintain a good relationship with the local citizenry. We cannot afford to jeopardize the ability of future productions to work in a neighborhood because of the behavior of the personnel on any one film or video project. Remember that film crews working in neighborhoods are merely guests. To that end we ask that you follow the following Code of Conduct.

1. LOCATION NOTIFICATION:

When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:

- name of company
- name of the production
- kind of production (e.g. feature film, commercial, tv program, music video)
- type of activity and duration (times, dates, number of days, including prep and strike)
- company contact (1st AD, UPM, or Location Manager, etc.)
- contact phone number

The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.

2. IDENTIFICATION:

- Every member of the crew shall wear a production pass or ID while at the location when one is issued.

3. PRODUCTION VEHICLES:

- Production vehicles shall not enter the area before the official call time,
- shall park one by one,
- shall turn off engines ASAP,
- shall observe designated parking areas,
- shall leave the location at the designated time.
- shall not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.

4. TOWING OF VEHICLES:

-The removal, moving, or towing of the public's vehicles is prohibited except when conducted by an authorized police tow truck.

5. CAST AND CREW MEAL:

-Meals shall be confined to the area designated by locations.

6. TRASH:

- All trash must be disposed of properly upon completion of meals.
- Use proper receptacles for disposal of trash and cigarettes.
- All catering, crafts service, construction, strike and personal trash shall be removed from the location.

7. VEGETATION/TREES:

- Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

8. SIGNAGE:

- All signs erected shall be removed and all signs removed for filming purposes shall be replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit.
- Remove all signs posted to direct the company to the location.
- _"Temporary No Parking" signs posted by the police for the benefit of production shall be removed by production as soon as possible.

9. BOUNDARIES:

- Do not trespass onto other neighbors' or merchants' property.
- Remain within the boundaries of the property for which there is a location agreement.

10. NOISE:

- Cast and crew members shall keep noise levels as low as possible.
- Refrain from the use of lewd and improper language within earshot of the general public.

11. CLOTHING:

- Do not wear articles of clothing that lack common sense or good taste.
- Shoes and shirts must be worn at all times, unless otherwise directed.

12. SIGNS/POSTERS:

- Do not display signs, posters or pictures on vehicles that lack common sense or good taste (ex: pin-up posters).

13. VISITORS:

-The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.

14. SMOKING:

-Observe designated smoking areas and always extinguish cigarettes in cans.

15. TIME PROVISIONS

-The company shall comply at all times with the provisions of the filming permit.