

FILMING AT COMPLEXE DESJARDINS

STANDARDS AND REGULATIONS

Chief of Accreditations:

France Moreau, Communications Coordinator

Supervision of Installations:

Frédéric Moreau, Technical Production Assistant

Standards and Regulations Compliance:

Pierre Beaudoin, Director of Security OR

Michel Proulx, Coordinator

Whether you are filming a movie, a vox pop, an interview or other type of production, the administration of Complexe Desjardins has always been pleased to offer its premises to representatives of all types of media. That said, over the years and with the multitude of new television channels, among other things, the presence of various media is increasingly frequent, causing the occasional problem. Thus, with a concern for preserving the quality of life that all users of the Complexe have always enjoyed, while continuing to allow the use of the premises to the media, the administration of Complexe Desjardins has had to take certain measures to exercise better control. This is why, from now on, all representatives of the media visiting the Complexe Desjardins will have to submit to the following Standards and Regulations:

1. First of all, a representative must contact the Chief of Communications of Place Desjardins Inc. in order to obtain written authorization. The representative of the media team must have that written authorization in hand when on site, for verification purposes. In certain cases, the Chief of Communications of Place Desjardins Inc. could ask the representative to come into the administration offices upon arrival at the site.
2. **Fees may be charged** to media teams in the case of a major monopolization of space, equipment or other item. In such cases, the Communications Coordinator will notify the persons concerned at the time of issuing the authorization.
3. In all cases, the media team shall agree to make sure that **Complexe Desjardins** is mentioned on air as the site of filming, when the program is broadcast.
4. **The media team shall, in no case, hinder normal traffic or access to Complexe Desjardins, or obstruct any commercial store window.**
5. The media team shall not under any circumstances park a reporter's car in front of the main entrance of Complexe Desjardins. The only areas authorized for such purposes are the corners of St. Urbain/Ste. Catherine and St. Urbain/René-Lévesque. Microwaves may only be used at the St. Urbain receiving area. *(For more information or a special request in this regard, please contact Michel Proulx at 281-1870, ext. 2240 or Pierre Beaudoin, ext. 2234).*
6. The media team shall not under any circumstances hinder or interrupt the normal course of mall event activities taking place on the main concourse (Grande-Place) of the Complexe.

7. As necessary, the media team shall comply with the indications or restrictions that may be communicated on site either by a representative of the technical team or by security personnel.

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8. All camera and other cables **MUST BE ATTACHED TO THE FLOOR** along walls, columns and ramps in order to minimize the risk that anyone might trip over them.
9. Any damage caused by the media team to any equipment or property belonging to Place Desjardins Inc. shall be subject to a claim forwarded to the person in charge of the team.

Filming Television Series, Movies, Commercials or Corporate Videos

- Before obtaining authorization for use, the film crew must be able to provide, ahead of time, certain information on the project, i.e.:
 - Number of people who will be present
 - Length of filming
 - Space required and technical or other needs
 - A copy of the script (which scenes will be filmed)
 - Other

- Given the extent of space usually required and the mandatory surveillance (security), some fees will be charged, as applicable; a deposit will have to be paid before filming begins.