CURAÇAO AIRPORT PARTNERS

General Information	
Company name (as registered at the chamber of commerce)	
Name of project	
Project type	☐ Photography ☐ Filming
Details of contact person	
First and Last name	
Position / Title	
Mobile phone number	
Other phone number	
E-mail address	
Location information	
Date of production	
Start time production	
Duration of production	
Airport location	□ Landside □ Airside
Detailed location	□ Parking Lot □ Mirador □ Check in Hall *(where bags are checked)* □ Departure Hall *(waiting area to board)* □ Baggage Claim □ Arrival Hall □ Runway/ Taxiway □ Jet Center □ Hangar □ Other……..
Description of scene(s) to be filmed at Curacao International Airport	
Electrical Requirements	
Number of special vehicles that will be used in production at Curacao International Airport	
Will you partner with any airline, ground handler, concessionaire, government agency or any other entities for the production at the airport?	☐ Yes, I will be working with *(insert company name and contact person):* 1. ……|…… 2. ……|…… 3. ……|…… 4. ……|…… ☐ No, I will solely be working with CAP.
Site visits / inspections	☐ Yes, I need … site visit(s) / inspection(s) ☐ No thanks, I already know the area

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Billing information **(please take note that invoice must be paid in full before production takes place)**	
Billing contact name	
Billing mail address	
Food and Beverage requests	
The airport offers different food and beverage options. We will be happy to order and have these prepared for you on production day, no hassle. Digital menus are available upon request.	☐ Yes, please provide more information ☐ No thank you

Information Cast & Crew / Badge request

Name crew member	**Position**	**[1]*Request badge [insert yes/ no]**
Name cast member	**Position**	***Request badge [insert yes/ no]**

[1] *all cast and crew accessing air side premises require a badge.

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General rules

With so much happening at our airport, we know it can be a great place for filming and photography. Please take time to read the following rules thoroughly.

- Requester understands that no employees of CAP, other entities or other companies are to be filmed. Requester will inform airlines if their planes are part of a shot. Requester will ask for approval of passengers and airport visitors if they are passing through or part of a shot. No passing by the security area. No CAP employees at the Arrivals area, Drop-off zone, Kiss and Go area and the PFC area will be filmed.
- Cast and crew must have official photo identification available at all times on Airport premises.
- Do not block emergency exits.
- Do not block any entrance, exit, escalator, ticket counter, taxi pickup area, passenger check in, security checkpoint, baggage area, or other area within or around the Airports.
- Do not interfere with airline or Airport operations.
- Smoking is not permitted inside the terminal
- A fee is charged in advance for filming and photography activity. An estimate will be proposed to the requester after the application request is received and before production starts. No filming or photography will be permitted until 50% of the fee is paid, unless prior arrangements have been made.
- Cancellation policy to be discussed with contracting party.
- Requester must have a valid liability insurance policy. Further to be discussed with contracting party

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