

# City of Albuquerque

## Film, Television and Photography Guidelines



[www.cabq.gov/film](http://www.cabq.gov/film)

[www.abqfilmoffice.com](http://www.abqfilmoffice.com)

(505) 768-3289

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## Do I Need a Permit?

A Film Permit IS required if:

- Filming activities <sup>1</sup> occur on City property <sup>2</sup>
- Film equipment <sup>3</sup> is placed on City property <sup>2</sup>
- Production and/or crew vehicles are parked on City property<sup>2</sup>
- Special circumstances exist, including:
  - Filming activities <sup>1</sup> occur between 10pm-7am
  - Filming activities <sup>1</sup> are in or adjacent to a residential area or affect neighboring businesses
  - Pyrotechnics or explosives will be utilized
  - Animals and/or livestock on set
  - Atmospheric smoke, water or flame effects will be utilized
  - Vehicle chases and/or crashes are involved

A Film Permit IS NOT required if:

- There is no filming on City property <sup>2</sup>
- There will be no equipment placed on City property <sup>2</sup>
- No production and/or crew vehicles will be parked on City property <sup>2</sup>
- No special circumstances apply
- Filming is being completed by news agencies reporting on current events

If in doubt, please call the Film Office about a permit

Endnotes can be found on page 10 of this document

**Fees & Rates**

Short Term Surface Use Fee	Contact AFO for information
Location Agreement Fee	Contact AFO for information
Fire Department	Contact Fire Marshal for information
Chief's Overtime	Please reach out to Off Duty Management
Barricade Fees	\$21 per lane/per block/per day
City Parking Garage/Surface Lots	\$10 per space per day *

*\* exceptions for Central & Old Town*

## Before You Film

1. Call the AFO to discuss your project
2. Provide the AFO with the following:
  - Production Insurance
    - Must name the City of Albuquerque “additionally insured” (see page 11 for coverage amounts)
  - Signed Copy of the City of Albuquerque Film, Television & Photography Guidelines
  - Crew List (including local resident designation, when possible)
  - Vendor List (including local designation, if applicable)
  - List of All Filming Dates & Locations
3. Contact the following (information can be found at the end of this document):
  - Chief’s Overtime
    - IF you plan to utilize APD
  - Fire Marshal
    - IF you plan to utilize mill shop space, hot works, filming locations, and/or Special Effects (SPFX)
    - To perform walk-through at film locations and studios to ensure all fire safety permits and requirements are up to date and enforced
  - Construction & Road Closure Coordination
    - To inform of filming locations
    - To be notified of scheduled events in the area that could impact your ability to film (construction, road work, previously permitted work, etc.)
  - Environmental Health
    - To be certain catering and craft service have all required permits up to date

## Permit Information

### How to Request a Permit:

1. Email Film Coordinator, Rebecca Cavalier, at [rcavalier@cabq.gov](mailto:rcavalier@cabq.gov) to find out if, and what permit(s) you may need.
2. Include the following information:
  - Filming dates
  - Proposed filming locations
  - Total number of cast & crew (indicate New Mexico hires, if applicable)
  - Any relevant filming details
3. Rebecca will notify you regarding if and what type of permit(s) are required.

### How to Prepare & Submit a Permit Via Eapproval:

1. When starting a new project, utilize only the documents found on our website [www.cabq.gov/film](http://www.cabq.gov/film) as they are the most current versions. Older versions will not be accepted.
2. Visit <https://www.cabq.gov/film/productions> and create an account using your email address
3. Create a film permit application
4. Submit your permit
5. Film permit must be readily available at filming location(s) AT ALL TIMES

NOTE: Any filming activities (street parking, ITC, closure, etc.) on Central Ave. requires 7 business days to process a permit. Work trucks and production vehicles are not allowed to be parked on Central Ave.

NOTE: Any information missing from the film permit application may delay approval, and therefore affect the filming schedule requested. Please be sure to complete the application thoroughly and respond promptly to all requests from AFO for additional documentation so as not to delay processing.

6. Permits must include the following items before they can be processed:
  - a. Film office approved film notice
  - b. Traffic control plan
  - c. Overhead map indicating:
    - i. Work truck placement
    - ii. Camera equipment placement
    - iii. Production parking requests
    - iv. "No parking" requests
    - v. Closure/traffic control points

- vi. Generator placement
  - vii. Portable toilet placement
  - viii. Tent, trailer and other large equipment placements
7. Permit applications and agreements must be submitted through Eproval **a minimum of 72 hours** (3 full business days not including weekends or holidays) in advance of the first date and time for which a permit is being requested
- Film Notices must be distributed to all area businesses/residents within a 300' radius of all filming activities and filed with the AFO via the Permit Application system **a minimum of 48 hours** in advance of any filming activities <sup>1</sup> that require a permit.
8. The Film Office will refer the permit application to the City departments directly impacted by the application for review, evaluation, and investigation, and will approve or disapprove the application based on their recommendations.



## Film Notice Distribution

Productions are responsible for communicating with the businesses and residents in and around the filming base camp, crew parking locations and filming locations. Film notice distributions are the primary source of information for businesses and residents. They are required for all permitted filming activities in the City of Albuquerque.

The AFO strongly recommends that film notices be distributed to surrounding homes and/or businesses even if a film permit is not required.

Processing a Film Notice:

- Use only the film notice template found on our website [www.cabq.gov/film](http://www.cabq.gov/film)
- Submit film notice through eapproval for approval by AFO prior to distribution
- Must be delivered to each business and/or residence in the immediate vicinity (“immediate vicinity” defined as 300’ radius from all filming activities). Some basecamps do require notification, please contact the AFO for further details.

NOTE: The area to be notified may be larger if Special Effects (SPFX), extraordinary lighting, extraordinary noise, etc. are part of the filming activities. Please work with AFO to determine the appropriate notification area if that is the case.

- Notification Record must be filed with the AFO via the film permit system a minimum of 48 hours in advance of any filming activities <sup>1</sup> that require a permit:
  - Base Camp<sup>4</sup> (adjacent to or in residential neighborhood)
  - Filming
  - Prep/Wrap – only when making a major impact on the area
- Only use the AFO Film Notice when notifying in Albuquerque
- Production must maintain a detailed notification list of all addresses contacted with date/time that notices were distributed
- AFO will distribute the film notice to the affected City Councilors & Neighborhood Associations
- A fully completed notification record is required in order to receive a film permit
- Every film notice distributed to a business or residence must include a link to the “City of Albuquerque Film, Television and Photography Guidelines” & “Code of Conduct” contained within those guidelines at [www.cabq.gov/film](http://www.cabq.gov/film)
- Film notice cannot be placed in a mailbox, AFO recommends using blue painters tape to adhere the film notice to the front door or gate
- Albuquerque Police Department: (505) 242-COPS
  - Minimum of 24 hrs. prior to filming scenes involving gunfire or other loud noises
- Fire Marshal’s Office: (505) 764-6300
  - Special permit is required for pyrotechnics or special effects
  - Special permits are issued directly by the Fire Department

## Night Filming

Night filming is any filming activity <sup>1</sup> that occurs between the hours of 10pm and 7am, Monday - Sunday

Night filming has the same permitting requirements as daytime filming with the following additional steps:

- Please contact AFO for the most current night notification policies. If it is determined that a night filming notification is required the production must:
  - Make reasonable attempts to obtain signature
  - Please allow sufficient time for night filming notification
  - Production may leave notice at the door to be picked up at the convenience of the homeowner/business owner
- Production may be issued a free noise permit from the Environmental Health Department upon review of film permit
- The notification record for night filming must list the address notified and then next to the address list:
  - Business/Resident signature; OR
  - Indicate that the Business/Resident was notified but didn't want to sign; OR
  - Make a note that a notice was left at the address; AND
  - Must include the date and time
- Each address must include a business/resident signature or "left notice" indication

NOTE: Production must be prepared to address concerns of area businesses/residents when notified.

### Insurance Requirements

The following are the minimum insurance requirements and are subject to change based on the scope of the project \*

\$1,000,000.00 (one million dollars)	Per Occurrence
\$2,000,000.00 (two million dollars)	Policy Aggregate
\$1,000,000.00 (one million dollars)	Products Liability/Completed Operations
\$1,000,000.00 (one million dollars)	Personal and Advertising Injury
\$5,000.00 (five thousand dollars)	Medical Payments
\$1,000,000.00 (one million dollars)	Auto Liability
In accordance with the Provision of the Worker’s Compensation Act of the State of New Mexico	Worker’s Compensation

\*The City of Albuquerque may require a higher insurance amount based on relevant factors; including location and nature of the filming activity.

### **Clean-Up & Restoration**

Clean-up/Restoration locations include: base camp, crew parking and filming location(s).

- Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition immediately upon completion of filming.
- If exceptions are required, the production company must get approval from the AFO. This must be noted on the permit.
- Materials and debris must be completely removed from the site and are not to be washed into storm drains.
- All directional signs must be removed at the end of filming day(s).

### **Trash/Recycling Days**

If filming or parking of your production vehicles blocks the view of waste receptacles on a trash/recycling collection day, please assist with the collection.

Arrangements should be made with the property owner of the garbage/recycling bins to:

- Relocate the bins temporarily to one side of the street so that City collection vehicles only need to pass once.
- Place waste bins onto the street in front of production vehicles where they will be in clear view of City collection vehicles.
- To arrange for alternative pick up of waste receptacles please call 311.

### **Consideration**

Productions must be prepared to address concerns of area businesses/residents, when notified.

Area businesses may request compensation for loss of revenue when:

- Production vehicles are parked in front of a business
- Businesses are within a road closure/ITC area

Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.

### **Permit Denial**

Permit requests may be denied by the AFO for any one of the following:

- The date and time requested are not available for that location because another permit was issued previously.
- The Albuquerque Film Office has concluded, based on specific and documented information, that the applicant is unlikely to comply with the material terms of the requested permit.
- The use of the location would interfere unreasonably with the operation of City functions.
- The permit application is untimely or contains false or incomplete information.
- The permittee is unable to comply with the applicable law or regulations.
- Any other reason specified on the permit or in these guidelines.

### **Permit Revocation**

Permits will be revoked by the AFO for any one of the following reasons:

- A production or employee, agent or contractor of the production breaches the City of Albuquerque Film, Television & Photography Guidelines or Code of Conduct.
- Filming activities are inconsistent with what has been permitted or a change in circumstances results in the permitted activities becoming detrimental to the public peace, health, safety or general welfare.
- A production or individual has failed to adhere to parameters of the Permit, the City of Albuquerque Film, Television and Photography Guidelines, Code of Conduct or any applicable laws or regulations.

## Parking

- Crew vehicles cannot be parked at the filming location during principal photography
- Only necessary work trucks/vehicles are to be parked at the filming location
- Base camp<sup>4</sup> cannot be on the streets
- Crew parking and base camp must be located at a pre-determined location (i.e., surface lot, parking lot) as specified on the permit
- Vehicles must not block parking lot access/egress ramps or fire hydrants
- Vehicles cannot park in a fire lane
- Vehicles cannot block crosswalks, ADA ramps or other pedestrian egress pathways, not even temporarily; no idling vehicles allowed

All parking dates entered in the parking section of the film permit must include “No Parking” sign set-up for prep, filming and wrap dates.

“No Parking” signs (obtained from a private barricade company) must be in place 24 hours in advance of parking request and must indicate:

- No Parking/Tow Away Zone”
- Dates/times that the “No Parking/Tow Away Zone” goes into effect and when it ends (please have this information printed and attached to each no parking sign)

Production vehicles in or near a residential neighborhood cannot enter the area prior to the time indicated on the permit.

Production vehicles cannot block or park in driveways unless given permission by the homeowner.

Barricades must be left to the side of the street until the closure start time as indicated on the permit.

Productions are not allowed to park 40-foot work trucks on City streets. Large vehicles of this size must stay at basecamp. Shorty-40s and stake-beds are allowed to be parked on City streets if consistent with any posted restrictions in the area.

Work trucks and production vehicles cannot be parked on both sides of the street. A 20’ wide lane on streets must be maintained at all times for emergency vehicle access.

### **Alterations to City-Owned Property**

Alterations to any City properties must be requested in writing and approved by the appropriate City Department and the City of Albuquerque Film Office.

City properties include, but are not limited to:

- Trees
- Benches
- Bus Stops
- City Street Lights
- City Traffic Lights
- City Buildings

### **Filming on Private Property**

- Production must obtain permission from the property owner to film on any private property.
- Filming on private property may require a film permit. (Please see “Do I Need a Permit?” section for more information).
- The AFO strongly recommends that Film Notices be distributed to all businesses/residents in the immediate vicinity defined as 300’ from all filming activities at least 48 hours prior to filming activities <sup>1</sup> even if a film permit is not required. (Please see the “Film Notice Distribution” section for more information).

### **Drones**

The AFO does not issue drone permits.

All drone activity for filming must be approved by the Federal Aviation Association (FAA) as there are some very important safety guidelines in place including but not limited to:

- Not filming over humans or vehicles
- Height restrictions
- Proximity to FAA airspace

### **Fire Suppression**

Any production that modifies, alters or disconnects a fire alarm system or sprinkler system, and/or changes the path of egress in any manner is required to notify the City of Albuquerque Fire Rescue Fire Marshal’s Office prior to filming.

All commercial filming locations require a current fire inspection. Please contact Gary Davis with the Fire Marshal’s Office at (505)764-6300.

### Intermittent Traffic Control (ITC)

- ITC on roads other than residential roads cannot occur during rush hours:
  - Monday – Friday: 7am-9am & 4pm-6pm
  - Rush hour restrictions may be in effect in other areas
- Traffic can be held for a maximum of 5 minutes.
- All traffic control requires traffic control plans issued by a barricade company.
- Any emergency roadwork or construction by City or County crews and/or private contractors under permit or contract with the appropriate department shall have priority over filming activities.
- Production must use APD, BCSO or State Police for any traffic control on arterial and collector roads (non-residential roads) or as deemed necessary by the Albuquerque Film Office.
- Production may use certified flaggers hired through a barricade company for traffic control on residential streets only.
- **No interference with pedestrian or vehicular traffic is to occur without being noted on the permit.** All traffic control activities must be in compliance with the Americans with Disabilities Act (ADA) and implementing regulations.
- Productions must maintain the existing pedestrian pathways if the sidewalks can remain open during filming.
- Productions must develop an alternative, ADA compliant pedestrian pathway that is parallel to or easily reached from the current pathway if the current pathway must be closed. For example, using concrete or other crashworthy barriers for protection, pedestrians can be detoured into a channelized pathway on a road adjacent to the filming area.
- If the existing pedestrian path must be closed, production must identify and develop an alternative pedestrian pathway in advance of the Temporary Traffic Control (TTC) that will detour pedestrians around the TTC (i.e., if the sidewalk on the same side of the street as the construction must be closed and a parallel pathway is not feasible, then pedestrians can be re-routed across the street to a parallel sidewalk).
- Per ADA requirements, any alternative pedestrian pathway must have at least the same level of accessibility as the one it is replacing (i.e., if a paved walkway is present, an alternative walkway featuring a smooth, continuous, hard surface must be provided throughout the entire length of the temporary facility).
- There should be no curbs or abrupt changes in grade or terrain that could cause tripping or be a barrier to wheelchair accessibility and use.
- Production vehicles must comply with all Federal, State and City traffic regulations unless stated otherwise on the permit.
- Except where a permit is granted for road closure, when a moving vehicle is involved, the production/individual must adhere to the posted speed limits, parking signs, traffic signals and other lawful conditions unless the film permit indicates otherwise.
- A copy of the film permit must be provided to APD, BCSO or State Police in order to show what has been approved by the COA, AFO and Film Permit Committee.



NOTE: It is essential that Productions monitor and maintain clear access for all sidewalks, crosswalks, driveways, ADA ramps, etc. in the vicinity of filming for access of local foot traffic for the duration of all prep and filming activities. Local residents/businesses must be granted priority of access.

### **Road Closures**

- Road closure points must be manned at all times by law enforcement to allow for local and/or emergency vehicle access.
- Road closures require traffic control plans issued by a barricade company.
- Road closures must be permitted through the AFO.
- During seasonal special events (including but not limited to the New Mexico State Fair, The International Balloon Fiesta, and the Holiday Shopping Season), there may be temporary moratoriums and/or limitations as to when and where closures and intermittent traffic control (ITC) can be conducted and permitted.

### **Chief's Overtime**

Chief's Overtime is a service provided by the City of Albuquerque through the Albuquerque Police Department's third-party vendor Off-Duty Management.

The program allows customers to hire officers for security, traffic, escorts, and VIN Inspections. The program is funded through fees charged by the vendor. We do not accept assignments that require police escorts for a funeral or any private event (weddings, birthday parties, etc.) or any event that serves alcohol (unless city-sponsored). All requests must be approved by APD and paid in advance. The program is voluntary and there is no guarantee of fulfillment.

For more information or to request Chief's Overtime please visit the [Off-Duty Management site](#).  
24/7 Number: 505-498-0954

## Code of Conduct for Cast & Crew

Film, photography and television productions are guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with absolute courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct.

**A copy of the Code of Conduct for Cast and Crew must be distributed to all cast and crew members and be available on set through the Locations Department.**

If a production company is not adhering to this code of conduct, please contact Rebecca Cavalier with the Albuquerque Film Office at: [rcavalier@cabq.gov](mailto:rcavalier@cabq.gov) or (505) 768-3289.

1. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
2. Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition prior to the end of filming activities.
3. Film Notices are the primary source of information for businesses and residents and are required for all permitted filming activities in the City of Albuquerque.
4. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time indicated on the permit and Film Notice.
5. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers. They are not permitted to park on city streets during principal photography. During prep/wrap please minimize personal vehicles on site, please carpool.
6. The moving or towing of any vehicle outside of a permitted "no parking tow away zone". location is prohibited without the express permission of the vehicle owner.
7. Production vehicles shall not block, or park in, driveways without the prior written permission of the driveway owner.
8. Pedestrian traffic cannot be restricted/redirected unless specifically noted in the permit and all regulations must be adhered to.
9. It is essential that Productions monitor and maintain clear access for all sidewalks, crosswalks, driveways, ADA ramps, etc. in the vicinity of filming for access of local foot traffic for the duration of all prep and filming activities. Local residents/businesses must be granted priority of access.
10. Cast and crew shall not trespass on residents' or business owners' property. All production activity must remain within the boundaries of the property that has been permitted for filming.
11. The production shall comply with the Albuquerque Clean Indoor Air Ordinance, §§ 9-5- 5-1 et seq. R.O.A. 1994.
12. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers that have been provided by the production

company.

13. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority and Albuquerque Film Office or property owner.
14. Film crew shall not remove city street signs without permission from the City of Albuquerque. This must be arranged through the AFO.
15. Every member of the cast and crew shall keep noise levels as low as possible at all times so as not to violate City noise ordinances or cause undue disturbance to the residents/businesses in the vicinity of filming.
16. Cast and crew will refrain from the use of lewd or improper language.
17. It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
18. The production company/individual will comply at all times with the provisions of the Film Permit, The City of Albuquerque Film Guidelines and Code of Conduct.
19. A copy of the completed film permit must be on location at all times with the location department and available upon request from authorized entities.

## Contacts

### Albuquerque Film Office

Cyndy McCrossen/Film Liaison	<a href="mailto:cmccrossen@cabq.gov">cmccrossen@cabq.gov</a>	(505)768-3269
Rebecca Cavalier/Film Coordinator	<a href="mailto:rcavalier@cabq.gov">rcavalier@cabq.gov</a>	(505)768-3289
Gabriela Garcia/Film Support Specialist	<a href="mailto:ggarciahuff@cabq.gov">ggarciahuff@cabq.gov</a>	(505)768-3283

*Please do not reach out to anyone on the list below until after you have contacted the AFO.*

### Construction & Road Closures

Martin Carrasco	<a href="mailto:mcarrasco@cabq.gov">mcarrasco@cabq.gov</a>	(505)304-1331
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### Fire Marshal

Gary Davis	<a href="mailto:gdavis@cabq.gov">gdavis@cabq.gov</a>	(505)252-7363
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### Transit

Marc Montoya	<a href="mailto:marcmontoya@cabq.gov">marcmontoya@cabq.gov</a>	(505)764-8956
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### Chief's Overtime

Off Duty Management	<a href="#">Off-Duty Management site</a>	(505)498-0954
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### Parking Meters & Parking Garages (City Owned)

Maria Griego	<a href="mailto:mlgriego@cabq.gov">mlgriego@cabq.gov</a>	(505)924-3942
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### Solid Waste

Brian Lucero	<a href="mailto:brianlucero@cabq.gov">brianlucero@cabq.gov</a>	(505)761-8343
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### Environmental Health

Francelli Lugo (Food)	<a href="mailto:flugo@cabq.gov">flugo@cabq.gov</a>	(505)768-2632
Michael Pittman (Noise)	<a href="mailto:mpittman@cabq.gov">mpittman@cabq.gov</a>	(505)768-4234

## Endnotes & Abbreviations

Please contact the City of Albuquerque Film Office for assistance in identifying property ownership

### <sup>1</sup>City filming activities may include:

- Prep/Wrap (defined as equipment setup/removal including but not limited to painting and light construction) of filming location involving street closure or ITC
- Move-in/out of base camp
- Filming at location (includes full company filming with actors, camera, grip and electric and other production support services)
- Production vehicle parking/street parking during filming
- Special FX

### <sup>2</sup>City property includes but is not limited to:

- Sidewalks
- Streets
- Alleys
- Parks
- Multigenerational Centers
- Community Centers
- Libraries
- Zoo
- Botanical Gardens
- Parts of the foothills
- Open Space Property

### <sup>3</sup>Equipment includes but is not limited to:

- Props
- Sets
- Lights
- Generators
- Electric equipment
- Grip equipment
- Dolly tracks
- Screens
- Camera Gear
- Portable Toilets

- Trailers/Tents

<sup>4</sup> **Basecamp indicates an off-set location, and includes:**

- Catering
- Crew parking
- Work trucks, including 40 ft. trailers
- Star trailers

Please contact the City of Albuquerque Film Office for assistance in identifying property ownership.

**Abbreviations:**

**AFO** Albuquerque Film Office

**APD** Albuquerque Police Department

**BCSO** Bernalillo County Sheriff's Office

**COA** City of Albuquerque

**ITC** Intermittent Traffic Control

**TCP** Traffic Control Plan

# Acknowledgement Form

  

## Film, Television and Photography Guidelines & Code of Conduct

All companies applying for permits are required to read, and follow the City of Albuquerque Film, Television and Photography Guidelines & Code of Conduct.

### Acknowledgement

I hereby acknowledge that I have read and understand the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct, and have the authority to sign this acknowledgement on behalf of the production.

I understand that violations of the City of Albuquerque Film, Television and Photography Guidelines, and Code of Conduct may result in film permits being revoked and/or not issued in the future. Producer Initials \_\_\_\_\_

Producer initials acknowledging that film permits can be revoked if guidelines are violated. I understand that it is my duty to share the City of Albuquerque Film, Television and Photography Guidelines and Code of Conduct with all employees, contractors, and agents working for the production.

\_\_\_\_\_  
Producer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer's Printed Name

\_\_\_\_\_  
Producer's Email Address

\_\_\_\_\_  
Producer's Phone Number

