

Xiangshan Global Studios

Rules and Regulations

Stage Operations

- All construction, painting, storage of set dressing or sets must be done inside the stage. Vestibules and all areas surrounding the sound stages are used for production vehicles and make-up rooms.
- Lot location shoots must be scouted and approved by Studio Operations.
- Stage floors may be painted and/or cut open for set design, however, this must be pre-approved and supervised by Studio Operations. All repairs will be done by Xiangshan Global Studios at Licensee's cost.
- Any alterations to the structure of any building must be pre-approved by Production Services Department.
- The maximum weight loads on the stage floors are posted on each stage door. Any vehicle, prop, set, etc. that is over the limit must be pre-approved by Studio Operations.
- The Licensee is responsible for enforcement of fire lanes on stage. The 4 foot fire lane inside the stages shall be kept clear at all times. All fire equipment, fire hydrants, fire extinguishers, fire hoses, and post indicator valves which are painted red must be kept fully operable, clear and accessible at all times.
- When working on a sound stage or in a building used for production, all pedestrian doors must be unlocked and accessible. Do not block aisles, fire lanes or exits.
- Electric panels must be accessible at all times.
- All ladders, set walls or lumber leaning against walls must be secured to walls (tied off) when stored.
- All vehicles used on stages must be pre-approved by Studio Operations.
- Hazardous materials (e.g., liquid waste, hard paint waste, flammable liquids, chemicals or corrosive materials) must be stored in safety cans or approved containers in a manner which complies with the Studio's Environmental Management Procedures and all relevant governmental regulations.
- Any allowable hazardous materials brought and/or used on site (e.g., flammables, corrosives, etc.) must have material safety data sheets (MSDS) on site and available for review.
- Licensee must submit a crew list and three copies of the daily call sheet to Production Services.
- All stages are rented clean and swept, and must be returned clean and swept. Upon strike, there will be an inspection of catwalks, grids, walls, stage floor and fire equipment. Any damaged or missing equipment will be replaced and charged to the Licensee.
- Licensee shall not light fires or discharge firearms, smoke effects or pyrotechnics on or about the licensed premises without first obtaining written consent from the Studio, and thereafter, obtaining all necessary permits from the appropriate governmental authorities. Licensee shall in all cases employ a licensed operator to discharge firearms and pyrotechnics. All firearms and pyrotechnics brought onto the licensed premises by Licensee shall be secured properly by Licensee at the end of each shooting day.

Security/Parking

- Licensee must inform Security (ext. 1) of the following:
 - Deliveries to or pick ups from the licensed premises
 - Production equipment vehicles requesting entry onto the lot
 - Any picture vehicles to be parked on stage
 - People entering the lot for casting/extras (notification is needed prior to their expected arrival)
- All vehicles entering the lot must have at least one of the following:
 - A displayed Studios parking tag
 - Name on a production call sheet
 - A pre-approved parking pass from Guest Services
- All vehicles on the lot must be parked only in their assigned space.
- Speed limit on the lot is 20mph where posted.
- All accidents, medical or otherwise, and theft must be reported immediately to Production Services.
- Keys to offices may be obtained from Production Services. All keys must be returned or a new lock fee will be assessed.
- Stages will be opened and closed when a Licensee's representative signs the responding Security officer's checklist.
- Stages may be put on "hot lock" by giving Security a list of people authorized to sign open/close log for the rented stage.
- On lot parking privileges will be revoked after two studio parking citations for parking violations.
- The City of Ningbo noise ordinance prohibits construction noise during the hours listed below. Stage doors must remain closed during these hours:
 - before 6am and after 10pm
- Studio property may not be removed from the lot without written permission from Studio Operations. The security of Studio's property requires that Studio guards be permitted to reasonably search vehicles for any of Studio's property.

Electrical

- Contact Studio Operations prior to rigging a stage for shooting power; AC/DC ampere requirements are needed for power distribution and location of source for hook up.
- It is the Licensee's responsibility to comply to code requirements for AC voltage powered lighting equipment (reference to NFPA 70E. and local Ningbo fire and safety code) For clarification and update on Xiangshan County and City of Ningbo Fire and Safety Department requirements please contact the Production Services for assistance.

Trash Recycle/Disposal

- Recyclable wastes (e.g., paper, aluminum cans, PET & HDPE plastics, glass, etc.), with the exception of construction debris, must be deposited in appropriate recycle bins. Call Production Services for information.
- Hazardous material disposal must be coordinated through Studio Operations. Storage and disposal of these materials must comply with the Studio's Environmental Management Procedures and all relevant governmental regulations. Call Production Services for information.
- Studio has the exclusive right to supply, deliver and remove dumpsters on the lot. 24-hour notice is required by the building for 40 yard dumpsters.

Golf Carts/Bicycles

- Obey all regulations pertaining to vehicular traffic, including 8 mph speed limits and all posted signs. Those who fail to comply with the rules pertaining to the use of golf carts and bicycles will be subject to disciplinary action, including the revocation of the right to operate a golf cart or bicycle on the Studio lot.
- Pedestrians, cars and trucks are always given the right of way.
- Only persons in possession of a valid drivers license may operate carts. Special care is to be taken while operating carts and bicycles in heavy traffic areas, such as near Studio entrances/exits.

Studio Strictly Prohibits the Following

- Smoking inside any building on the Studio lot.
- Using, selling, dispensing, or possessing illegal drugs or other unapproved controlled substances; or appearing at the workplace under the influence of alcohol or illegal drugs.
- Possession of a weapon on Studio property.
- Making unwanted sexual advances, or creating a hostile work environment through abusive or improper language or conduct.
- Pin-up photos and cartoons of a sexual nature.
- Skate boards, roller skates, roller blades, electric bicycles, manual and motorized scooters on the Studio lot.
- Animals on the Studio lot unless they are cast in a production. They must be caged or leashed and accompanied by a trainer at all times.
- Distribution of unauthorized literature (written or printed material) of any type on Studio property.
- Cameras (unless pre-approved by Studio Operations).
- Licensee's personnel entering any stages or offices not licensed by Licensee.
- Violent behavior to include any threatening or intimidating of any person, employee, customer or vendor.