



Thank you for your interest in **professionally filming or photographing** at Navy Pier. The following information is required in writing in order to obtain approval from the Metropolitan Pier and Exposition Authority (MPEA).

Please provide the following:

1. Description of the nature of the project.
2. Intended use of the film and/or photographs.
3. Date(s) and time(s)
4. Number of people involved.
5. Equipment to be used.
6. Number of dimensions of vehicle(s) to be used/accommodated.
7. A copy of the script or text of ad where applicable.
8. Other pertinent information, i.e., need for trade services
9. Production/Photography company name, address, city, state, zip and phone number for inclusion on license agreement.
10. Certificate of insurance for up to \$1 million naming the Metropolitan Pier and Exposition, 301 E. Cermak, Chicago, Illinois 60616. Attn: Risk Management
11. Proof of liability insurance for any vehicles that are included for the shoot (does not include vehicles that will be parked in Navy Pier garage at cost).

Upon receiving the above information, the MPEA we will prepare a written licensing agreement and provide information on required fees, if any.

Please forward the requested information to Assistant Director of Public Relations Delores Robinson via email at DRobinson@mpea.com. To follow up on your request please call 312.595.5031 during normal business hours, Monday – Friday 8:30 a.m. – 5 p.m.

I look forward to assisting you and accommodating your request.

Thank you,
Navy Pier Public Relations