

## **GUIDELINES PHOTOGRAPHERS, FILM AND VIDEO CREW**

You must report to the porter's lodge at the main entrance of the ECT terminal agreed upon or, if relevant, proceed to any other meeting point specified. We kindly request you to be on time. Should you run late due to unforeseen circumstances, then kindly notify our Internal and External Communications department of this as soon as possible. You can reach them via telephone number + 31 (0)181 27 8767.

In principle, photography taking and film shooting should take place within a maximum time frame of 2 hours (barring exceptions) and always without causing any disruptions to the operations. Should an incident occur that warrants the assistance of your escort from the Security Service, then shooting will be discontinued. You will be requested to leave the site.

**In the operational areas, you must wear a safety helmet, safety vest and safety shoes at all times.** You are permitted to use your own helmet and vest providing they are in compliance with the safety guidelines. Should you not have your own helmet and vest, then these will be issued to you by the Security Service. We of course expect you to return these items to the Security Service when you are done.

Your escort will not give any interviews. It is not permitted to interview persons present/working at the terminal.

It is not allowed (without prior permission of the Internal and External Communications department respectively terminal management) to take photographs and shoot films:

- in stack and AGV areas
- on and in equipment
- in buildings
- on vessels
- within the area of the Rail terminal
- inside the gate-inspection area
- at building sites
- in computer centres

The use of drones is not allowed. All requests will be rejected.

Smoking is not allowed anywhere on the terminal with the exception of the areas designated for this purpose.

If possible, the Internal and External Communications department will send you these guidelines prior to your appointment. Otherwise, they will be issued to you by your escort. In all cases, these guidelines will be made available beforehand.

We would like to wish you a lot of success with your photographs and/or films.

Hutchison Ports ECT Rotterdam  
Internal and External Communications Department  
R.C. Bagchus  
October 2017