



PICTURECARWAREHOUSE.COM

## RENTAL REQUIREMENTS

### SHOW SHEET

PICTURE CAR WAREHOUSE WILL EMAIL OR FAX A SHOW SHEET AND W9. THE SHOW SHEET CAN BE OBTAINED ON THE PCW WEBSITE UNDER THE FORMS TAB. IN ORDER TO SET UP AN ACCOUNT, THE SHOW SHEET MUST BE FILLED OUT PROPERLY AND RETURNED TO PICTURE CAR WAREHOUSE IMMEDIATELY. EACH NEW JOB OR SEASON REQUIRES A NEW SHOW SHEET. PICTURE CAR WAREHOUSE CANNOT PREPARE A VEHICLE UNTIL THE INFORMATION ON THE SHOW SHEET HAS BEEN RECEIVED.

### CERTIFICATE OF INSURANCE

A CERTIFICATE OF INSURANCE IS REQUIRED LISTING PICTURE CAR WAREHOUSE (PCW) AS LOSS PAYEE, ADDITIONALLY INSURED. THE POLICY MUST HAVE \$1,000,000.00 (ONE MILLION) MINIMUM AUTO LIABILITY. SELECT VEHICLES WILL REQUIRE AN INDIVIDUAL POLICY. ALL POLICIES MUST INCLUDE "HIRED AUTO, NON-OWNED AUTOS AND AUTO PHYSICAL DAMAGE."

### INVOICE

UPON RECEIPT OF THE SHOW SHEET, CERTIFICATE OF INSURANCE AND LEASE AGREEMENT, PICTURE CAR WAREHOUSE WILL ISSUE AN INVOICE REFLECTING THE RENTAL AMOUNT, TRANSPORTATION, GRAPHICS, MECHANICAL, RESEARCH AND ANY OTHER APPROPRIATE CHARGES. A SEPARATE INVOICE WILL BE ISSUED FOR THE SECURITY DEPOSIT.

### SECURITY DEPOSIT

\$2,500.00 MINIMUM STANDARD SECURITY DEPOSIT CHECK IS REQUIRED. DEPOSIT AMOUNT IS DETERMINED BY THE RENTAL AGENT AND IS BASED ON THE INSURANCE DEDUCTIBLE, NUMBER OF VEHICLES RENTED, VEHICLE VALUES AND RISK INVOLVED WITH THE PRODUCTION. HIGH END CARS OR MULTIPLE CARS MAY REQUIRE A HIGHER DEPOSIT. THE CHECK IS HELD UNTIL THE VEHICLE IS CHECKED IN. IF THERE IS NO DAMAGE TO THE VEHICLE, THE CHECK IS DESTROYED. PLEASE NOTIFY US IF YOU NEED THE CHECK TO BE VOIDED AND RETURNED. IF FOR ANY REASON, DAMAGES OCCUR DURING PRODUCTION'S POSSESSION OF SAID EQUIPMENT, PCW WILL NOTIFY PRODUCTION OF DAMAGES AND COST TO REPAIR EQUIPMENT AS SOON AS POSSIBLE. PCW EXPECTS PAYMENT FOR DAMAGES WITHIN 48 HOURS. IF PCW DOES NOT RECEIVE PAYMENT OR IS UNABLE TO REACH PRODUCTION, THE DEPOSIT CHECK WILL BE USED AS FULL OR PARTIAL PAYMENT FOR REPAIRS. IF PRODUCTION CHOOSES TO FILE A CLAIM AGAINST THEIR OWN INSURANCE COMPANY, THE EQUIPMENT WILL CONTINUE TO ACCRUE RENTAL CHARGES UNTIL THE CLAIM HAS BEEN SETTLED IN ADDITION TO PRODUCTION'S CLAIM. IF DAMAGES OCCUR OR FINAL PAYMENT HAS NOT BEEN MADE WITHIN 48 HOURS OF THE RENTAL TERM, PCW HAS THE DISCRETION TO USE THE DAMAGE DEPOSIT TO SATISFY THE OUTSTANDING BALANCE.

### PAYMENT

PAYMENT OF RENTAL, TRANSPORT AND DEPOSIT MUST BE MADE IN FULL A MINIMUM OF ONE DAY BEFORE WORK IS TO BEGIN. PAYMENT MAY BE MADE BY CHECK OR CREDIT CARD. VISA, MASTERCARD AND AMERICAN EXPRESS ACCEPTED. CREDIT CARD PAYMENTS REQUIRE AN ADMINISTRATIVE FEE.

### SCHEDULING

ALL BOOKINGS AND/OR CHANGES ESTABLISHED AFTER HOURS, ON WEEKENDS OR LESS THAN 24 HOURS BEFORE CALL TIME WILL BE SUBJECT TO ADDITIONAL CHARGES.

### TRANSPORTATION

ALL RENTAL VEHICLES ARE TRANSPORTED TO SET. PICTURE VEHICLES ARE NOT DRIVEN TO SET BY PRODUCTION. LARGE/UNUSUAL VEHICLES WILL REQUIRE SPECIAL TRANSPORTATION ARRANGEMENTS. PRODUCTION IS RESPONSIBLE FOR LIGHT BAR COVERS AND OTHER ACCESSORY ITEMS THAT COME WITH VEHICLES. OUTSIDE TOW NEEDS ALL FOUR WHEELS OFF THE GROUND AND ALL OUTSIDE TOW COMPANIES MUST BE APPROVED BY PCW. DELIVERY TO AREAS OUTSIDE THE ZONE MAY REQUIRE A CARRIER RENTAL WITH A DRIVER. PRODUCTION IS RESPONSIBLE FOR DRIVER WAIT TIMES. DELIVERY TIMES ARE SUBJECT TO TRAFFIC OR OTHER DELAYS. A MAPS AND CALL TIMES ARE TO BE PROVIDED TO PCW BY 3:00 PM THE DAY BEFORE DELIVERY IS SCHEDULED. DELIVERY FEES ARE PER VEHICLE UNLESS OTHERWISE QUOTED. LOCATION CHANGES/COMPANY MOVES WILL REQUIRE PROPER TRANSPORTATION OF VEHICLE BETWEEN LOCATIONS. DRIVER OVERTIME WILL BE CALCULATED ACCORDING TO REGULAR BUSINESS HOURS.

### CANCELLATION

CANCELLATION OF A BOOKING LESS THAN 24 HOURS BEFORE CALL TIME WILL BE SUBJECT TO A CANCELLATION FEE. CANCELLED VEHICLES REQUIRING SPECIAL PREP WILL BE CHARGED A FEE COMMENSURATE WITH THE WORK COMPLETED.

### FUEL IN RENTAL UNITS

ALL VEHICLES GO OUT WITH A MINIMUM OF FIVE GALLONS OF FUEL. IF YOU REQUIRE MORE FUEL AT DELIVERY, PLEASE ALERT US WHEN YOU ARE BOOKING THE CAR.

### HOURS OF OPERATION

PICTURE CAR WAREHOUSE IS OPEN FROM 7:00AM TO 6:00PM MON - FRI.  
AFTER HOURS AND WEEKEND SERVICE IS AVAILABLE, ADDITIONAL FEES WILL APPLY

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