

ALPS RENTAL POLICIES

- **ALPS** Warehouse hours are 9am to 5:30pm. The warehouse is closed between 12:30pm to 1:30pm for lunch.
- **All Rental Returns are due by 5:30 PM on the date listed on the rental contract.** This can be found in the upper right corner of your contract, listed as the "END/PICK-UP DATE" (Fig. 1) If you think you might be unable to return on time, please contact ALPS as soon as possible, as that equipment may already be scheduled for other rentals after that date. Failure to return equipment on time may result in additional charges.

QUOTE # REN 0865-1

JOB CREATE DATE:	SEP 11 08 10:04AM
QUOTE #:	REN 0865-1
START/DEL DATE:	JUL 14 09
END/PICK-UP DATE:	JUL 21 09
SHIP VIA:	Customer Pick up
RETURN VIA:	Customer Return

(Fig. 1)

- **Please bring all returns to Dock #2.** Please DO NOT bring equipment through the front office.
- **For ALPS Pickup service:**
 - Client is responsible for ensuring the equipment is full packed and accessible at the agreed time.
 - Client must provide physically capable assistance to the ALPS driver.
 - Client must ensure a legal parking space for the ALPS vehicle during the loading process
- **In order to help ALPS continue providing our clients the best service while maintaining low costs, we ask that you please follow the guidelines listed below when preparing rentals for return to ALPS.**

FIXTURES:

Fixtures must be returned as they are received. Please **remove clamps, safeties, color frames, and gobo holders.** Shutters must be in the closed position (pushed in) and tails are to be wrapped around the instruments. Units should be relatively clean and free of excessive dust and / or dirt.

CABLES:

Cables must be coiled in reasonable sizes and tied securely. **(please no tape!) No** cables are to remain attached to other cables or adapters; this **includes multi cable break-outs or breakins.** Cables should be relatively clean and free of excessive dust, dirt, mud etc.

ALL TAPE used by client for circuit or cable identification **must** be removed prior to equipment being returned to ALPS, under no circumstances should ALPS length marking or color code tape be removed.

ALPS IDENTIFYING MARKINGS/LABELS ARE NOT TO BE COVERED OR REMOVED FROM ALPS EQUIPMENT!

NOTE:

Any equipment not returned appropriately will result in additional service charges billed at **\$25.00 per man hour.**

THANK YOU FOR YOUR ASSISTANCE IN THIS MATTER. If you have any questions please feel free to contact us at 781-961-3066, Monday thru Friday (9:00 AM – 6:00 PM)

ALPS- Advanced Lighting & Production Services