

**OMEGA/CINEMA PROPS**  
**5857 Santa Monica Boulevard**  
**Los Angeles, CA 90038**  
**(323) 466-8201**  
**(323) 461-3643 (FAX)**

**RENTAL TERMS AND CONDITIONS**

**Credit Accounts**

In order to establish credit with Omega, we request that you complete a credit application. It normally takes 10 working days to approve the application and set up your account. In the interim, we ask that you post a deposit and pay your rental fees in advance of picking up your order.

When applying for credit with Omega, we ask that you **also** provide us with the following information:

1. A contact name and phone/fax number for your Accounts Payable Department
2. Your purchase order policy
3. A list of "authorized" account users - if you are limiting the use of your account to specific individuals

**Customers Who Have Not Established Credit With Omega**

If you do not have an open account with Omega, we require the following:

1. Payment of your rental fees in advance of picking up your order.
2. A deposit equivalent to 50% of the replacement value of the items you are renting

**OR**

A deposit equivalent to 25% of the replacement value of the items you are renting **AND** an insurance binder which lists Omega as "Additional Insured" and "Loss Payee". The insurance binder must be valid for at least two weeks beyond the length of the rental.

***Checks***

Funds are verified on all checks through TeleCheck. TeleCheck's requirements are:

1. The payor's name and address must be imprinted on the check by the check manufacturer. If the address is a PO Box, the street address must be handwritten next to the PO Box information.
2. A check number must be imprinted on the check.
3. The name of the financial institution must be imprinted on the check. (Only checks from US, Canadian, Puerto Rican or US Virgin Island banks can be accepted.)

4. The payor's telephone number with area code must be either imprinted or handwritten on the check.
5. **The check date must be current (day of shipment) – neither pre-dated nor post-dated checks can be accepted.**
6. The check must be payable to Omega/Cinema Props.

It is Omega's policy to deposit "deposit checks". Deposits will be refunded when all of the props are processed by our Receiving Department, and it is determined that the order was returned on time and that there are not any charges for lost and damaged props. If there are late charges or charges for lost and damaged props, these charges will be deducted from the deposit and the remaining deposit funds will be returned to you.

### *Credit Cards*

All orders paid by credit card must be accompanied by a credit card authorization form and copies of both sides of the credit card. The credit card authorization form authorizes Omega to bill the card for rental charges, late charges, handling charges and/or loss and damage charges. Deposits will be run as a "HOLD" on funds. If props are returned on time without any loss or damages, the hold will be released. If props are lost, damaged and/or returned late, Omega will notify the cardholder and/or the set decorator of the fees involved before the charges are placed on the card.

### **Rental Periods**

#### *Weekly*

Our props are rented and invoiced on a weekly basis. The rental period begins on the day of pick-up and continues for seven days. At the end of the seventh day, we allow you one extra "grace" day to return your props. For instance, if you were to pick up your order on a Tuesday, your props would be due back on the following Monday. The following Tuesday would be considered your "grace" day. If the props were not returned by 5 p.m. on Tuesday, you would then be charged for an additional week. Additional weeks are billed at the rate of 50% of the first week rental.

**\*\* Handling Charges:** If an order is cancelled after it has been processed and pulled to the shipping dock for pick-up, a 25% re-stocking fee (handling charge) will be assessed for those items that were already packed for shipment.

#### *Production Rentals*

We offer production rental discounts to our customers, but they are not automatic. They **must be established at the time the order is placed** with a customer service representative. (A production rental discount can not be generated retroactively after an order has shipped.)

Production rental discounts run as follows:

<b>First Week</b>	Full Price
<b>Second Week</b>	50% Discount
<b>Third Week</b>	50% Discount
<b>Fourth Week</b>	Free of Charge

It is important to note that if orders are returned after the production rental time period expires, weekly late charges accrue at the rate of 50% of the first week rental.

Production rentals are billed in their entirety during the first week of the rental. We do not provide "credits" if the props are returned early.

In the event you have questions about our policies, please do not hesitate to contact a sales person or a representative from our Billing Office.

### ***Student Discounts***

Requests for student discounts will be submitted to an Omega manager for approval. In order to process a discount, we will require:

1. A valid student identification card.
2. A letter from the school (on school letterhead) confirming that the order is for a student film. The letter should contain the name and phone number of a contact person at the school.

Thank you. We appreciate your patronage.