

## BUSINESS POLICIES

### BUSINESS HOURS:

- Regular business hours are Monday through Friday, 8:00 am to 5:30pm.
- We offer 24-hour emergency support. Please call our main number at 617-277-2200 for information on how to reach us outside of business hours.
- Openings during non-business hours are subject to labor charges.

### PLACING ORDERS:

- An approved account application must be on file prior to release of rental equipment.
- All orders placed with Rule Boston Camera are scheduled as "tentative holds" until confirmed. Confirmation is required by 12:00 noon the day before check-out/ pick-up.
- We will notify customers with "tentative holds" if a scheduling conflict should arise. At that time the customer will have the option to confirm the order or release the hold.
- Cancellation of confirmed equipment must be made by 12:00 noon the day before equipment check-out/pick-up in order to avoid rental charges.

### PRICING & SECURITY HOLD

- All prices are listed as daily rates unless otherwise noted.
- Weekly rates on long-term rentals are negotiable.
- Everyday in which film or tape "rolls" is billed as a shoot day.
- Prices are subject to change without notice.
- The minimum billable order is \$25.
- A 10% surcharge may be added to all orders that are placed without a camera body.
- A valid credit card is required for all rentals. The card is kept on file during the rental period so that any additional charges can be billed.
- We generally require a minimum \$1000 hold on a Credit Card as a security deposit.

### CHECK-OUT & RETURN TIMES:

- Equipment check-outs begin at 12:00 noon the business day before your shoot.
- Equipment pick-ups are scheduled between 3:00 and 5:30 p.m. on the business day before your shoot. Early pick-ups are subject to an additional half-day or full-day rental charge.
- Equipment returns are scheduled between 8:00 and 10:00 a.m. on the business day after your shoot. Late returns are subject to an additional half-day or full-day rental charge.
- Special arrangements can be made for check-out, pick-up or return times with advance notice.
- Pre-light or load-in days, during which a camera is picked up before 2:00 p.m. are billed as half days.
- One "weather day" is allowed as a non-billable day for a production experiencing adverse weather conditions. Notification by 12:00 noon the day before the "weather day" is required.
- We reserve the right to charge for equipment on a "weather day" should we incur a loss of rental revenue.

**CHECK-OUT & RETURN TIMES – continued:**

- Camera tests are accommodated at no extra charge providing the test is followed with a camera rental.
- Equipment shipped out-of-town will be billed at a two-day minimum, with the rental beginning the day after shipment and continuing until the equipment is returned.

**DELIVERY TO/FROM:**

- Greater Boston: \$75
- Bus Station: \$75 (we ship freight collect, you return freight prepaid)
- Logan Airport: \$110
- Within Route 128: \$75
- Outside 128: Please contact us for rates.
- Time-specific delivery is available at an extra charge. Please contact us for details.
- Due to the high cost of fuel, deliveries may be subject to a per-mile fuel charge.

**SHIPPING:**

- Shipments for out-of-state productions are negotiated on a per-job basis.
- All freight/shipment costs are paid for by the customer, including any and all subrental items. Options for accommodating freight costs include:
  - Use customer's FedEx or UPS account number
  - Use Rule Boston Camera's FedEx or UPS account number, with an additional fee
  - For customers with established accounts, Rule Boston Camera will send an invoice for outgoing shipping charges, however, return shipments must be prepaid.
- The customer is responsible for confirming insurance coverage and any declared value for any and all freight.

**INSURANCE REQUIREMENTS:**

The customer must provide Rule Boston Camera with a valid Certificate of Insurance before releasing any and all rental equipment. An insurance waiver charge of 10% of the rental cost with a \$2500 deductible will be added to all rentals unless we receive a valid Certificate of Insurance.

We may require that you also provide cash, check or a credit card "hold" for the amount of the property deductible listed on the Certificate of Insurance. The following items must be included in the certificate:

1. Coverage must extend through the time period for which the equipment is rented.
2. Rule Broadcast Systems (Rule Boston Camera) must be listed as "Loss Payee" and "Additional Insured".
3. Coverage must be written for "Replacement Cost" of the rented equipment.
4. "All Risk Coverage" that is greater than or equal to the replacement cost of all equipment used by the production.
5. When traveling outside the U.S., "All Risk, World-Wide Coverage" for equipment in transit/shipping.

If applicable, please submit a Massachusetts Sales Tax Resale Certificate or Massachusetts Certificate of Exemption.

