

# **PREMIERE PROPS**

**11500 SHELDON STREET  
SUN VALLEY, CA 91352  
818-768-3800 TEL  
818-768-3808 FAX  
corp@premiereprops.net**

## **NEW ACCOUNT REQUIREMENTS:**

1. Company & show information. Address (no P.O. Boxes), office phone & fax numbers. Contact names & numbers for the account.
2. List of authorized shoppers for the account.
3. Certificate of insurance. (Certificate of insurance requirements can be provided upon request)
4. The customer will have to provide payment on or before the day the order is picked up in the form of cash, check, credit card (MC, VISA, DISCOVER, AMEX, PAYPAL) or wire transfer-applicable wire transfer fee will be applied.
5. After the first order has been paid, any subsequent orders can be billed with or without a P.O. as per customer's request.
6. DEPOSIT REQUIREMENT: If a certificate of insurance can't be provided, a security deposit will be required for the replacement value of the props being rented (10X the rental amount) in cash or check only, we do not accept credit cards for deposits. Deposits will be returned only once all props have been returned and all loss/damage and unpaid invoices have been paid.
7. Premiere Props accepts payments in the form of cash, company or personal checks, credit cards (MC, VISA, DISCOVER, AMEX, PAYPAL) or wire transfer-applicable wire transfer fee of \$15 will be applied. If payment is made by personal check, identification will be required. Wire transfer information will be sent per request.

# Certificate of Insurance Information

The following is information regarding the insurance requirements to be able to rent props/weapons from **PREMIERE PROPS**.

## INSURANCE REQUIREMENT

### GENERAL LIABILITY - OCCURRENCE FORM

Minimum Acceptable Limits:	
Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Fire Legal Liability	\$100,000
Medical Payments	\$5,000

### AUTOMOBILE

Minimum Acceptable Limit:	Liability CSL	\$1,000,000
Coverage for Hired and Non Owned Automobiles		

### INLAND MARINE/PRODUCER'S PACKAGE

Minimum Acceptable Limit:	Props, Sets, Wardrobe	\$250,000
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Lower limits can be accommodated if the total value of all Props, Sets, and Wardrobe to be used on the project is less than \$250,000. The limit, however, must be greater than the total value of props, sets and wardrobe on overall production, not max per vendor.

### WORKERS COMPENSATION

Workers Compensation insurance covering all individuals working on the project for which the props are rented.

Premiere Props LC must be included as **Additional Insured** for General Liability and as **Loss Payee** for Props, Sets, Wardrobe.

### Certificate Holder box should read:

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**THE CERTIFICATE OF INSURANCE CAN BE FAXED OR EMAILED TO:**

**818-768-3808 FAX**

[corp@premiereprops.net](mailto:corp@premiereprops.net)