

## **PICKUP POLICIES AND PROCEDURES**

If picking up from Propsource for the first time, please review these policies so your pickup can run smoothly.

Our crew will pull the items to the loading bay. From there, it will be the production crew's responsibility to:

1. Load the truck (all items must be picked up in a covered vehicle: no flatbeds or pickup trucks). Send at least two people to move the items and load your truck.
2. Bring all necessary materials to securely and safely transport your order. Furniture pads, rope to tie items down, etc.

Any production that does not follow these procedures may be asked to return when they are prepared to safely load and transport our items.

To avoid additional L&D charges, all items must be returned in the same condition that they are sent out (mattresses in bags, white furniture wrapped, etc). Please note the condition of the items while loading.

At Propsource, we strive to provide the Atlanta film community with items that are in good condition and camera ready. Please help us in this goal by respecting our items and transporting them to and from set safely.