

# PROP HOUSE ETIQUETTE

## Top 10 Rules Everyone Should Follow

- 1 AVOID L & D:** Handle Props & Set Dressing with care, picking up, returning or shipping. You can never have too many furniture pads or tie-downs.
- 2 Don't Over Tag Items:** Be decisive, tag only what you need.
- 3 PAPERWORK:** You won't be able to pick up your order or wrap out the job without proper paperwork and payment: PO, Release Form, Insurance Cert, Deposit & Rental Checks, etc.
- 4 Pick Up & Returns:** When dates change, let the Rental Houses know.
- 5 Product Placement Is Not A Free Gift:** Items should be returned in the same condition as when they were picked up.
- 6 Cleared Art Rentals:** Ask before assuming the artwork is cleared.
- 7 Business Hours:** Call First. Rental Houses often change the times they are open, or have different hours for the facility and loading dock.
- 8 Production Rentals:** Each Rental House has their own specifics for production rentals, don't assume they are all the same.
- 9 Be Respectful:** Loading Dock & Sales People aren't your personal assistants.
- 10 Dress Appropriately:** Flip-Flops are not OSHA Approved.

**ACME Cheat Sheet**

*for film & television production*

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