

SYNC Rental Policies

Rental Requirements

Prior to renting equipment, we need to have the following paperwork on file:

- Signed Rental Policies form
- Signed Rental Agreement
- Credit Card Authorization form with a copy of your Credit Card and Driver's License
- Insurance Certificate naming L.A. Photo Group, Inc., d/b/a SYNC as both Additional Insured and Loss Payee with these provisions:
 - For ALL Rental Orders:*
 - General Liability \$1,000,000
 - Miscellaneous Rented Equipment, minimum \$25,000 (more may be required to cover the replacement cost of rented equipment)
 - For VEHICLE Rental Orders Only:*
 - Hired Auto and Non-owned Auto
 - Physical damage, \$125,000 minimum per auto
 - Workman's Compensation
- We may require a credit card authorization in the amount of replacement cost or insurance deductible

Check Out/Check In

- The person picking up the order must sign off on the following:
 - The inventory list, which we will go over with you upon pick up
 - Check out date/time
 - Check in date/time
- For Vehicle rentals, the van must be picked up and dropped off each shoot day, unless a multiple day rental (24 hour rental)
- For equipment-only (no Vehicle), rentals may be picked up after 5pm the day prior and must be dropped off before 9am the day after the shoot
 - Early pick up or late return will be billed as an additional day

Order Changes

- If an order change comes in after 3pm and an additional trip to a sub-vendor is necessary, a messenger charge will be added to your order (we will notify you of the charge before we pick up the items)

Cancellation Fees

- Orders cancelled less than 24 hours prior to pick up will result in a full day rental charge

Payment Policy

- Non-account orders are C.O.D.
 - Your credit card will be pre-authorized in the amount of your rental (auth will be released immediately upon full payment)
 - Your credit card will be automatically charged on the 3rd day after the invoice is sent if payment by check is not received
- For account holders, terms are Net 30 with the following provisions:
 - Your credit card will be charged automatically if payment is not made in 30 days
- We will bill client-direct on request with the following provisions:
 - The photographer is ultimately responsible for the invoice and liabilities, including Worker's Compensation
 - Your credit card will be automatically charged if payment is not made in 90 days
 - For non-account holders, we will pre-authorize the full invoice amount on your credit card until payment is received

Policies are subject to change without notice.

AUTHORIZED REPRESENTATIVE OF LESSEE:

_____ DATE: _____

PLEASE PRINT YOUR NAME

SIGNATURE



SYNC LEASE/RENTAL AGREEMENT TERMS & CONDITIONS

Equipment and Vehicles - Please Read Carefully. You Are Liable For Our Equipment and Vehicles From Time They Leave Our Yard Until the Time They Are Returned To Us and We Sign For Them

- 1. Indemnity.** Lessee/Renter ("You") agree to defend, indemnify, and hold L.A. Photo Group, Inc., d/b/a SYNC, our agents, employees, assignees, suppliers, sub-lessors and sub-renters ("Us" or "We") harmless from and against any and all claims, actions, causes of action, demands, rights, damages of any kind, costs, loss of profit, expenses and compensation whatsoever including court costs and attorneys' fees ("Claims"), in any way arising from, or in connection with the Vehicles and Equipment rented/leased (which vehicles and equipment, together, are referred to in this document as "Equipment"), including, without limitation, as a result of its use, maintenance, or possession, irrespective of the cause of the Claim, except as the result of our sole negligence or willful act, from the time the Equipment leaves our place of business when you rent/lease it until the Equipment is returned to us during normal business hours and we sign a written receipt for it.
- 2. Loss of or Damage to Equipment.** You are responsible for loss, damage or destruction of the Equipment, including but not limited to losses while in transit, while loading and unloading, while at any and all locations, while in storage and while on your premises, except that you are not responsible for damage to or loss of the Equipment caused by our sole negligence or willful misconduct.
- 3. Protection of Others.** You will take reasonable precautions in regard to the use of the Equipment to protect all persons and property from injury or damage. The Equipment shall be used only by your employees or agents qualified to use the Equipment.
- 4. Equipment in Working Order.** We have tested the Equipment in accordance with reasonable industry standards and found it to be in working order immediately prior to the inception of this Agreement, and to the extent you have disclosed to us all of the intended uses of the Equipment, it is fit for its intended purpose. Other than what is set forth herein, you acknowledge that the Equipment is rented/leased without warranty, or guarantee, except as required by law or otherwise agreed upon by the parties at the inception of this Agreement.
- 5. Property Insurance.** You shall, at your own expense, maintain at all times during the term of this Agreement, all risk perils property insurance ("Property Insurance") covering the Equipment from all sources (Equipment Rental Floater or Production Package Policy) including coverage for, without limitation, (i) theft by force (ii) theft by fraudulent scheme and/or "voluntary parting" (iii) mysterious disappearance (iv) loss of use of the Equipment. Coverage shall begin from the time you or your agents pick the Equipment up at our place of business, or take delivery of the Equipment, whichever is applicable, and shall continue until the time the Equipment is returned to and accepted by us. The Property Insurance shall be on a worldwide basis shall name us as an additional insured and as the loss payee with respect to the Equipment and shall cover all risks of loss of, or damage or destruction to the Equipment. The Property Insurance coverage shall be sufficient to cover the Equipment at its replacement value but shall, in no event, be less than \$1,000,000. The Property Insurance shall be primary coverage over our insurance.
- 6. Workers Compensation Insurance.** You shall, at your own expense, maintain worker's compensation/employer's liability insurance during the course of the Equipment rental with minimum limits of \$1,000,000.
- 7. Liability Insurance.** You shall, at your own expense, maintain commercial general liability insurance ("Liability Insurance"), including coverage for the operations of independent contractors and standard contractual liability coverage. The Liability Insurance shall name us as an additional insured and provide that said insurance is primary coverage. Such insurance shall remain in effect during the course of this Agreement, and shall include, without limitation, the following coverages: standard contractual liability, personal injury liability, completed operations, and product liability. The Liability Insurance shall provide general liability aggregate limits of not less than \$2,000,000 (including the coverage specified above) and not less than \$1,000,000 per occurrence.
- 8. Vehicle Insurance.** You shall, at your own expense, maintain business motor vehicle liability insurance ("Vehicle Insurance"), including coverage for loading and unloading Equipment and hired motor vehicle physical damage insurance, covering owned, non-owned, hired and rented vehicles, including utility vehicles such as trailers. Coverage for physical damage shall include "comprehensive" and "collision" coverage. We shall be named as an additional insured with respect to the liability coverage, and as a loss payee with respect to the physical damage coverage. The Vehicle Insurance shall also include coverage for pollution caused by any vehicles. The Vehicle Insurance shall provide not less than \$1,000,000 in combined single limits liability coverage and actual cash value for physical damage and shall provide that said insurance is primary coverage with respect to all insureds, the limits of which must be exhausted before any obligation arises under our insurance.
- 9. Insurance Generally.** All insurance maintained by you pursuant to the foregoing provisions shall contain a waiver of subrogation rights in respect of any liability imposed by this Agreement on you as against us. You shall hold us harmless from and shall bear the expense of any applicable deductible amounts and self insured retentions provided for by any of the insurance policies required to be maintained under this Agreement. In the event of loss, you shall promptly pay amount of the deductible amount or self-insured retention or the applicable portion thereof to us or the insurance carrier, as applicable. Notwithstanding anything to the contrary contained in this Agreement, the fact that a loss may not be covered by insurance provided by you under this Agreement or, if covered, is subject to deductibles, retentions, conditions or limitations shall not affect your liability for any loss. Should you fail to procure or pay the cost of maintaining in force the insurance specified herein, or to provide us upon request with satisfactory evidence of the insurance, we may, but shall not be obliged to, procure the insurance and you shall reimburse us on demand for its costs. Lapse or cancellation of the required insurance shall be deemed to be an immediate and automatic default of this agreement. The grant by you of a sublease of the Equipment rented/leased shall not affect your obligation to procure insurance on our behalf, or otherwise affect your obligations under this Agreement.
- 10. Cancellation of Insurance.** You and your insurance company shall provide us with not less than 30 days written notice prior to the effective date of any cancellation or material change to any insurance maintained by you pursuant to the foregoing provisions.
- 11. Certificates of Insurance.** Before obtaining possession of the Equipment you shall provide to us Certificates of Insurance confirming the coverages specified above. An authorized agent or representative of the insurance carrier shall sign all certificates.
- 12. Drivers.** Any and all drivers who drive the Vehicles you are renting/leasing from us shall be duly licensed, trained and qualified to drive vehicles of this type. Although we may, from time to time, recommend certain qualified drivers with whom we are familiar, we do not supply drivers. You must supply and employ any driver who drives our Vehicles (even if the driver is the registered owner of the vehicle or owner of a company that owns the vehicle) and that driver shall be deemed to be your employee for all purposes and shall be covered as an additional insured on all of your applicable insurance policies.
- 13. Compliance With Law and Regulations.** You agree to comply with the laws of all states in which the Equipment is transported and/or used as well as all federal and local laws, regulations, and ordinances pertaining to the transportation and use of such Equipment. Without limiting the generality of the foregoing and by way of example, you shall at all times (i) display all necessary and proper placards; obtain all necessary permits; and (iii) keep all required logs and records. You shall indemnify and hold us harmless from and against any and all fines, levies, penalties, taxes and seizures by any governmental authority in connection with or as a result of your possession or use of the Equipment including, without limitation, the full replacement value of the Equipment in the event of seizure or impound, including our reasonable costs and attorneys fees.
- 14. Valuation of Loss/Our Liability is Limited.** Unless otherwise agreed in writing, you shall be responsible to us for the replacement cost value or repair cost of the Equipment (if the Equipment can be restored, by repair, to its pre-loss condition) whichever is less. If there is a reason to believe a theft has occurred, you shall file a police report. Loss of use shall be determined by the actual loss sustained by us. Accrued rental charges shall not be applied against the



CREDIT CARD/PHONE ORDER AUTHORIZATION FORM

PROJECT/PRODUCER/PHOTOGRAPHER _____

CARD HOLDER NAME _____

(Exactly as it appears on your monthly statement)

CARD NUMBER _____ EXPIRATION DATE _____

SECURITY CODE _____ *(Visa, Master Card 3 numbers on back of card, American Express 4 numbers on front)*

CARD HOLDER BILLING ADDRESS:

(Exactly as it appears on your monthly statement)

Work # _____

Mobile # _____

E-MAIL _____

FAX# _____

Driver's License

Credit Card

The signature on this form authorizes L.A. Photo Group, Inc., d/b/a SYNC to Pre-Authorize the card listed above in the amount of your job estimate and to charge the card listed above for all balances of any unpaid invoices. Per our Rental Policy, the card listed above will be automatically charged any unpaid balance for each job on the third or thirty-first day after the invoice, depending on the account status (Non-Account Holder vs. Account Holder).

AUTHORIZED REPRESENTATIVE OF LESSEE:

DATE: _____

PLEASE PRINT YOUR NAME

SIGNATURE



SPRINTER/TRUCK DRIVER CONTACT FORM

PROJECT/PRODUCER/PHOTOGRAPHER _____

DRIVER NAME _____

DRIVER'S LICENSE NUMBER _____ EXPIRATION DATE _____

HOME ADDRESS:

Work # _____

Mobile # _____

E-MAIL _____

FAX# _____

Driver's License FRONT

AUTHORIZED REPRESENTATIVE OF DRIVER:

DATE: _____

PLEASE PRINT YOUR NAME

SIGNATURE

