



OFFICE HOURS: 9:00AM - 5:30 PM Mon - Fri

ACCESS & DELIVERY PROCEDURES

OFF-HOURS SHOP ACCESS

- Shop access is booked as a **2-hour window** outside office hours where someone is available at A-Frame to send out or receive equipment.
- Must book 24 hours in advance in order to secure labor-- we will always try on short notice but can't guarantee this service in less than 24 hours.
- A-Frame uses the hold/book/release system for booking labor. If a client releases labor after it is already booked, they will incur the full price of the booking.
- Same day changes/cancellations will be billed for original booking price PLUS additional fees if applicable.

CURBSIDE DELIVERY/PICKUP

- For **delivery**: Let us know the exact time to arrive at the curb. The driver cannot wait at the location for more than **30 minutes** before late fees apply or needing to move on to fulfill another run.
- For **pickup**: Select a **2-hour window** and the driver will be available and standing by at the curb in case you wrap early or late. Late fees apply if the pickup goes beyond the 2-hour window booked.
- Same day changes/cancellations may incur additional fees to cover expenses.
- Must book 24 hours in advance in order to secure labor-- we will always try on short notice but can't guarantee this service in less than 24 hours.
- A-Frame uses the hold/book/release system for booking labor. If a client releases labor after it is already booked, they will incur the full price of the booking.
- Equipment is unloaded or loaded **curbside or at the loading dock only**. It is the Production's responsibility to load into or out of the location.
- **Our drivers cannot enter the location or leave their vehicle unattended**. We cannot accommodate requests to do so.
- **Deliveries and pickups must be conducted with a member of the production crew present**. We cannot deliver to or pick up gear from an unattended location, or from building/property personnel that ask us to enter the building.



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OFF-HOURS SHOP ACCESS

For Gear Pickup or Return

Select a 2-hour window

(**AM** pricing based on when block **starts** // **PM** pricing based on when block **ends**)

Weekdays:	Cost:	Additional late charge per half hour past window selected:
5:00 AM - 7:00 AM	\$200	\$50
7:00 AM - 9:00 AM	\$150	\$50
OFFICE HOURS: 9:00AM - 5:30 PM		
5:30 PM - 9:30 PM	\$150	\$50
9:30 PM - 11:30 PM	\$200	\$50

Weekends:	Cost:	Additional late charge per half hour past window selected:
7:00 AM - 9:00 AM	\$200	\$50
9:00 AM - 9:00 PM	\$150	\$50
9:00 PM - 11:00 PM	\$200	\$50

For Production:

- ☐ Provide on-set **contact phone #** to share with our shop person.
- ☐ Select a **2-hour window** for our team to provide access to the shop.
- ☐ We will send a group text from a monitored and shared A-Frame # which also functions as an emergency text line: (917) 580-3167



CURBSIDE DELIVERY OR PICK-UP

- Rates apply to Manhattan below 125th, BK and Queens. **Above 125th, Bronx, NJ, Staten Island, LI, etc, other rates will apply**
- Any **Congestion Pricing** tolls that apply will be added to the cost of the run

Select a location arrival time:

Time:	Cost (each way):	Additional late charge per hour past window selected:
6:30 AM - 9:15 AM	\$200	\$75
9:30 AM - 4:30 PM	\$150	\$75
4:45 PM - 8:30 PM	\$200	\$75
8:30 PM - Midnight	\$250	\$75

For Production:

- ☐ Provide **location address** and any loading dock / freight details
- ☐ Provide on-set **contact phone #** to share with our driver
- ☐ We will send a group text from a monitored and shared A-Frame # which also functions as an emergency text line: (917) 580-3167
- ☐ For **delivery**: Let us know the exact time to arrive at the curb.
- ☐ For **pickup**: Select a **2-hour window** and the driver will be standing by at the curb in case you wrap early or late.