

# ATTIC STUDIOS

## DELIVERY, PICK UP & LOADING POLICY

**DELIVERY / PICK UP HOURS: Mon-Fri 10am-6pm**

### **DELIVERY**

All deliveries must be approved and arranged prior with management. If deliveries are needed before and/or after those times or on Saturday and Sunday, then please contact management. Weekend deliveries cannot be guaranteed and are based on weekend studio hours. Attic Studios is not always opened on weekends.

A detailed and itemized list of any packages (including, but not limited to, boxes, shopping bags, equipment, set pieces, props, garment bags, and furniture) must be sent prior to the shoot via email/fax (call the office for contact information) and must list the following information:

ATTIC STUDIOS

Attn: Studio Manager

Ref: Enter Shoot Name

Contact Info: Enter Your Name, Phone Number, and Email

Shipping or Messenger labels must list the following information:

ATTIC STUDIOS

Attn: Enter Shoot Name

11-05 44th Road, 3rd Floor

Long Island City, NY 11101

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### **PICK UP**

All pick ups must be approved and arranged prior with management. If pick-ups are needed before and/or after those times or on Saturday and Sunday, then please contact management. Weekend deliveries cannot be guaranteed and are based on weekend studio hours. Attic Studios is not always opened on weekends.

All packages to be picked up after a shoot must be appropriately labeled and listed on the Stylist Outgoing Log (please request this document at the office on the last day of the shoot).

Failure to collect any items by the arranged pick up time, are subject to storage fees, unless accommodations have been made with the studio management prior. Any items left for 30 days will be considered abandoned and Attic Studios will not be responsible for items not picked up after that time.

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### **FREIGHT ELEVATOR**

The freight elevator can only be operated by an Attic Studios' employee. Unauthorized use of the freight elevator is subject to a fine.

Freight Dimensions: 7' Deep, 6' Wide, 8' High, 9' Diagonal, 12' Corner Bottom to Corner Top.

[View the floorplan.](#)

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### **LOADING AND UNLOADING**

Any packages and/or freight received must be loaded and unloaded into the designated studio solely by the client or anyone employed by the client (messengers, movers, etc.). Attic Studios' employees are not permitted to load or unload any packages and/or freight, unless arranged **prior with management**.