



Please provide all of the following listed requirements.

ALL CUSTOMER ACCOUNTS

- Certificate of Liability Insurance with the following listed as certificate holder. **"Universal City Studios LLC, its parents, subsidiaries, and affiliates" stated as the loss payee and additionally insured.**

Universal Address:
Property Department
100 Universal City Plaza
Property Dept, Bldg 8166
Universal City, Ca 91608

Fax: (818) 866-1543
Tel: (818) 777-2784
universal.property@nbcuni.com

Coverage: Liability Coverage minimum 1 million and Property Coverage. Waiver of subrogation required.

Note: All property rentals require insurance certificate, no exceptions.

CASH CUSTOMER ACCOUNT

- **DEPOSIT: CASH, CREDIT CARD, and CASHIERS CHECK ACCEPTED.**
Replacement value of the rental **or** \$2,500.00 unless, insurance deductible is greater. Deposit will be fully refundable and mailed once someone calls or comes in to close show.
- **RENTAL UP-FRONT:** Forms of payment accepted: **CASH, CREDIT CARD** (authorization forms available at props.universalstudios.com) and **CASHIERS CHECKS.**
Please note: there is a daily \$35 minimum for Property and Drapery department orders. Hold tags up to 5 days in advance, maximum will be honored.

PURCHASE ORDER ACCOUNT

- Credit Application upon request at (818) 777-8593 Naira Avetisyan at Credit Department or on our website at props.universalstudios.com.
- Credit Department Manager is Vicki Barton and can be reached at (818) 777-2895.
- Applications processed by Universal Studios Credit Department may take 3 - 7 days to process. For any questions regarding a Net 30 account please call (818) 777-8593 or (818) 777-6622.

Email: universal.property@nbcuni.com
Web address: props.universalstudios.com