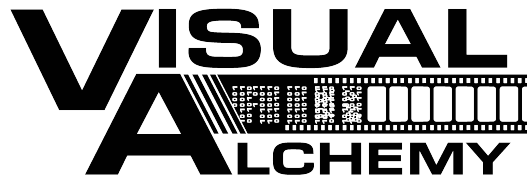


INFORMATION TO READ

ALL YOU NEED TO DO IS READ UNTIL OTHERWISE NOTED



Welcome to Visual Alchemy, LLC. If you are already familiar with our facility, you know that we have been offering our services to the Film and Television industry since 1992. That's more than twenty years of experience!

We are the leading television and 24 frame playback Rental House on the East Coast. Our friendly and knowledgeable staff will work with your crew to provide you with all the vintage and modern televisions, monitors, and servers. If there is anything more we can do for you, just ask us!

The attached paperwork is designed to allow an efficient process. It is broken into three sections for your ease. The first is information for you to read. The second includes forms for you to fill out and email back to visualalchemyacct@gmail.com. The third section includes the rental contract.

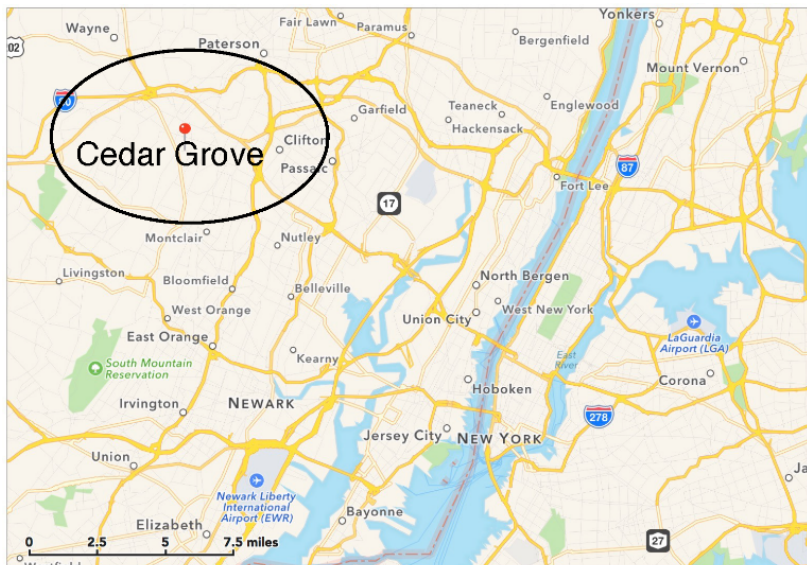
All productions must have a current **Certificate of Insurance** on file with Visual Alchemy, LLC in order to check out any equipment. Please see the attached form for details.

We accept checks and all major credit cards for rentals.

**218 Little Falls Road, Unit
#3 Cedar Grove, NJ, 07009**
(973)-239-3964

Hours: 8:00 - 4:00pm
Monday-Friday,
Or by appointment

Visit our website at:
www.visualalchemy.tv



Directions to Visual Alchemy

218 Little Falls Road Unit 3

Cedar Grove 07009

Office: 973-239-3964

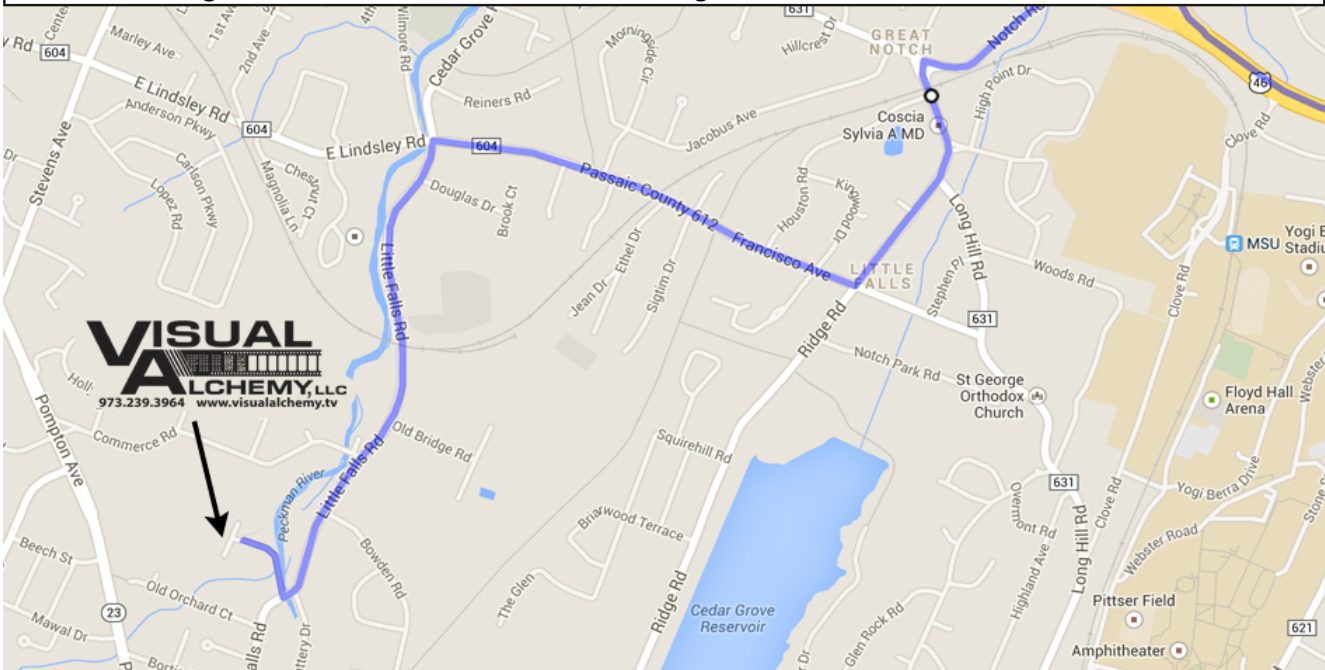
Mon-Fri: 8AM-4PM (or by appointment)

Mike Sime: 973-332-6425



From the Lincoln Tunnel

- Take the RT-3 WEST ramp (sign reads: "Meadowlands Sports Complex/Garden State Parkway/Secaucus") - go 11.1 mi
- Take Rte. 3 West until it merges with Rte. 46. Then exit at Great Notch/Cedar Grove - (the exit is after the Exxon station & the Great Notch Inn, the first one you will come to after the Rte 3/46 merge)
- At stop sign at end of exit, Turn left on Rifle Camp Rd - go 319 ft back over the hwy
- Turn right at Notch Rd - (which will bend to the left, & then to the right) go to the traffic light (Church on right, Train station on left)
- Turn left at the light, bear right at fork (.14mi) in the road, go .4mi to another light at Francisco Ave.
- Turn right on Francisco Ave, go .7 mi to Cedar Grove Rd. (this is the turn right BEFORE a small bridge, also note a rail crossing at .37 mi....the sign says 15MPH & they mean it!....potential "Streets of San Francisco" stunts here!)
- Turn left at Cedar Grove Rd, which changes names (you ARE in NJ) to Little Falls Rd. Continue on Little Falls Rd - go 0.8 mi (watch for NARROW train bridge!)
- Pass Commerce Rd, the recycling dump, some tennis courts & basketball courts, cross another small bridge and make an immediate right into the industrial park. We're in the building in the back. Units 3 & 4, loading dock in the rear





Standard Insurance Requirements for Rentees/Lessees of Equipment

Visual Alchemy, LLC requires a Certificate of Insurance from all outside parties renting equipment or property. The Certificate should reflect the following insurance coverage:

Commercial General Liability \$1,000,000 per occurrence
\$1,000,000 aggregate

All Risk Property Insurance on Miscellaneous Equipment, Props and/or any other property rented/leased by Rentee/Lessee. Rentee's/Lessee's Policy must cover and state that coverage written on a replacement cost value for the equipment.

Visual Alchemy, LLC, shall be included as an additional insured on liability and loss payee on property insurance.

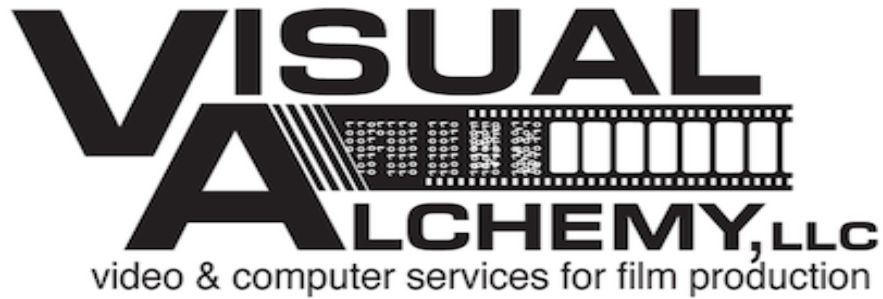
Rentee's/Lessee's insurance in primary, and any insurance maintained by Visual Alchemy, LLC is non-contributing to any of the insurance of the Rentee's/Lessee's.

ALL OF THE ABOVE REQUIREMENT MUST BE ON THE CERTIFICATE OF INSURANCE IN ORDER TO BE APPROVED

CERTIFICATE HOLDER:

Visual Alchemy, LLC
218 Little Falls Road, Unit #3
Cedar Grove, NJ 07009

Send Certificate to: Ali Lanfrank at address above, or at visualalchemyacct@gmail.com



218 LITTLE FALLS RD, UNIT 3, CEDAR GROVE, NJ 07009
OFFICE: 973-239-3964

RENTAL INQUIRIES

PLEASE VISIT WWW.VISUALALCHEMY.TV OR EMAIL/CALL:

Rental Manager **JOE INGALLINA**
(862) 686-0320 M
joe.visualalchemy@gmail.com

Rental Coordinator **COURTNEY DALY**
courtney.visualalchemy@gmail.com

VIDEO PLAYBACK

**Video Playback
Coordinator** **JASMINE VARGAS**
(973) 865-2050 M
jasmine.visualalchemy@gmail.com

**Assistant Video
Playback Coordinator** **EMILY SIME**
(973) 856-4160 M
emily.visualalchemy@gmail.com

**Assistant Video
Playback Coordinator** **LYN SMITH (in PST time zone)**
(973) 865-4838 M
lyn.visualalchemy@gmail.com

**Assistant Video
Playback Coordinator** **KEVIN ROCKWELL**
(973) 865-4708 M
kevin.visualalchemy@gmail.com

ACCOUNTING DEPT.

Office Manager **ALI LANFRANK**
ali.visualalchemy@gmail.com

Accounting Dept. **JENNIFER INSINGA**
jenn.visualalchemy@gmail.com

IN CASE OF EMERGENCY

**Supreme Video
Overlord** **MIKE SIME**
(973) 332-6425 M
mikevideo@mac.com



218 LITTLE FALLS RD, UNIT 3, CEDAR GROVE, NJ, 07009

2022 STREAMING SERVICE RATES

RAPTOR (NON-RECORD) STREAMING PACKAGE

Raptor WiFi System with 2 access points.....	\$1150/week
Each additional access point.....	\$75/week
iPad.....	\$50/week
Witness Camera.....	\$125/week
Cellular Modem (for offsite streaming).....	\$300/week
Cellular Data (as used).....	\$15/GB
Web Portal with Encoder per channel.....	\$650/week

QTAKE (RECORDING) VIDEO ASSIST PACKAGES

Qtake x2 Camera Package.....	\$1200/day \$4000/week
Qtake x4 Camera Package.....	\$1600/day \$5000/week
Qtake Streaming Data (offsite)	\$2/GB
Streaming Server.....	\$500/week



COVID-19 POLICIES AND PROCEDURES

1 August 2020

Visual Alchemy is committed to providing a healthy and safe environment for both our customers and our employees. In light of the COVID-19 Pandemic, we will be implementing the following procedures until further notice:

EQUIPMENT HANDLING

- All equipment and surfaces will continue to be sanitized and disinfected regularly according to CDC guidelines, especially directly before and after any rental activity. Special attention paid to high touch surfaces (i.e: handles and knobs).
- All returns will have their shipping cases disinfected and cleaned, followed by a 3 day quarantine period, to further mitigate any risk. Following this quarantine, all equipment will be cleaned according to manufacturer recommendations and CDC guidance.

RENTAL PICKUPS / RETURNS

- As a final step prior to release of any equipment, all rental items will be thoroughly cleaned and disinfected following standard QC checkout procedures.
- Clients, drivers and delivery services will **not** be allowed to enter the facility as we are **curbside drop off and pick up only**. Sadly, the Teamster lounge has been temporarily closed.

EMPLOYEES

Visual Alchemy is dedicated to the health and safety of all of our employees. With the expanding spread of COVID-19 we must be vigilant with keeping each other and our families safe and healthy throughout this difficult time.

We need to be focused and aware of our surrounding and follow universal precautions:

- Frequent hand washing
- Avoiding touching your face
- Coughing or sneezing into your elbow
- Washing your hands after blowing your nose
- Wearing a mask and gloves
- Using discretion and avoiding gatherings closer than 6 feet
- Taking lunches at designated areas to keep distance
- Keeping doorways clear between rooms for better circulation
- When possible, opening bay doors for fresh air
- Only one person will be allowed to enter the kitchen area in Unit 3 at a time
- Clients, drivers, and delivery services will not be allowed to enter the facility as we are **curbside drop off and pick up only**. Both buildings will have high touch

areas cleaned daily (light switches, door handles, faucet knobs, kitchen appliances, cabinet knobs, computer stations, work benches, forklift and both lifters).

- Kitchen utensils and supplies will be disposable (spoons, forks, knives, plates, cups, coffee stir sticks)
- There will be a supply of gloves, masks, wipes, and cleaning supplies for everyone

COVID-19 Protocol:

- This virus can be spread asymptotically, so please protect yourself and others from an outbreak. **If you are sick at all with ANY SYMPTOMS (sore throat, runny nose, cough, shortness of breath, fever, stomach, or intestinal issues) STAY HOME and contact your healthcare provider.**
- **If you or anyone you've been in contact with has been diagnosed with COVID-19 or have telltale symptoms and are awaiting test results, contact your manager immediately and DO NOT COME TO WORK and await further instructions.**
- We will execute an action plan if this happens and isolate anyone in contact with this person to prevent spread and deep clean when the space is safe to enter.

Further resources which we will adhere to-

[PERG Safe Return to Work Guidelines Document](#)

[Alliance of Motion Picture and Television Producers White Paper](#)

[Apple Computers recommendations for cleaning products](#)

[CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces and Businesses](#)

[CDC Cleaning and Disinfecting Your Facility](#)

[Cleaning Computers and Electronics](#)

[CDC Keeping your Workplace and Home Safe](#)