



INITIATING A RENTAL ACCOUNT WITH FILMLITES, LLC

To open a rental account with FilmLites, LLC, complete and return this packet—including insurance documentation—at least 48 hours before any gear release. Once received, a team member will contact you to finalize your account. Submit via email to rentals@filmlites.com or through our website messaging app.

- Credit Application
- Rental Agreement Terms & Conditions
- Filmlites, LLC Authorization to Charge Credit Card (for COD &/or deposit)
- Personal Guarantee
- Insurance Certificate
- Washington State Tax Exemption Form (if applicable)

EXPLANATIONS**1. Credit Application + Terms & Conditions (required)**

- Review and initial all T&C pages.
- Complete and sign the final T&C page (page 8).
- Return all completed pages.

2. Credit Card Authorization Form (required)

- All first-time rentals require COD payment and deposit.
- Deposit amount equals the deductible on your Rented Equipment coverage (usually \$1,500-\$5,000).
- Credit card authorization forms are required for each job. if Net 30 terms are not set up.
- Contact us to set up Net 30 terms.
- CC Deposits are authorized holds and will be returned within 72 hours of satisfactory equipment return.
- All rentals are subject to COD payment requirement.

3. Insurance Certificate (required)

- Name "FilmLites, LLC" as the Certificate Holder.
- Your company name and address must match the COI.
- \$1,000,000 or acceptable coverage for Miscellaneous Rented Equipment (name "FilmLites, LLC" as Loss Payee).
- Name FilmLites, LLC as additional Insured.
- Coverage must be valid for all dates inclusive of the first prep and final return.
- Ensure all pages of the certificate are included.

CONTACT

206 728 1177
rentals@filmlites.com

STEP 1

Review the FilmLites, LLC Credit Application Packet.

If you have any questions, feel free to reach out:

rentals@filmlites.com
206 727 1177

STEP 2

Please complete and sign the FilmLites, LLC Credit Application, Terms and Conditions, Personal Guarantee, and Authorization to Charge Credit Card forms included in this packet. Once finished, you may either scan and email the documents to rentals@filmlites.com, or mail them to FilmLites, LLC, 1423 North 52nd Street, Seattle, WA 98103.

STEP 3

Make copies of both sides of your driver's license and send them with your packet to:

rentals@filmlites.com

or mail to:

FilmLites, LLC
1423 North 52nd Street
Seattle, WA 98103

STEP 4

Get in touch with your insurance company and ask them to send a Certificate of Insurance based on the criteria on page 14 to the following e-mail address:

rentals@filmlites.com

or mail to:

FilmLites, LLC
1423 North 52nd Street
Seattle, WA 98103

STEP 5

To obtain tax exemption for motion picture shoots (video or film), please complete the WA DOR tax exemption certificate and send it to:

rentals@filmlites.com.

If you have any questions, feel free to reach out:

206 727 1177

STEP 6

Next?

Make movies. Stay young.



CREDIT APPLICATION

INDIVIDUAL OR SOLE PROPRIETORSHIP CLIENT INFORMATION

Name (client)			E-Mail	Phone Number
Social Security Number	Drivers License Number	State	Expiration Date	Please Provide Copy of Driver License
Employer's Name	Type of Business	Position Held	How Long	
LinkedIn Profile	Facebook Profile	Instagram Profile		

PERSONAL REFERENCES

Name	Address (include city & state)	E-Mail	Phone Number
Name	Address (include city & state)	E-Mail	Phone Number
Name	Address (include city & state)	E-Mail	Phone Number

CORPORATE CLIENT INFORMATION ONLY

Contact Name (you)	E-Mail		
Company Name (customer)	Accounts Payable (contact name)		
Street Address	Phone Number		
City, State, Zip Code	Fax Number		
Type of Production	Incorporated	State Incorporated	Year Established
Federal ID Number (ein)	State Department of Revenue Sales Tax Number	State	D&B Number

CORPORATE OFFICERS OR PARTNERS

Name	Title	Residence City/State	E-Mail	Phone Number
Name	Title	Residence City/State	E-Mail	Phone Number

BANK RELATIONSHIP

Name & Address of Bank			
Contact Name	Phone Number	Account Number	Account Type

COMMERCIAL TRADE REFERENCES

Name	Address (include city & state)	Contact	Phone Number
Name	Address (include city & state)	Contact	Phone Number
Name	Address (include city & state)	Contact	Phone Number

FILMLITES, LLC REQUIRES A CURRENT CERTIFICATE OF INSURANCE ON FILE, NAMING FILMLITES, LLC AS ADDITIONAL INSURED AND LOSS PAYEE FOR ALL BUSINESS.

Name of Insurance Carrier	Policy Number	Name of Agent or Broker	Address	Contact	Phone Number
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Filmlites, LLC has my permission to verify the information provided. I swear and affirm under penalty or perjury under the laws of the State of Washington that the information stated above is true and correct.

Signature	Printed Name	Title (Corp Only)	Date Signed
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1) Representations, Warranties, and Agreements: Customer has selected the Equipment without relying upon any suggestion or recommendations of FilmLites, LLC and Customer understands and agrees that FilmLites, LLC assumes no responsibility for the Equipment as being fit for any particular purpose. Customer agrees that the Equipment was selected by it. FilmLites, LLC represents and warrants as follows: (1) the Equipment is free from known defects and is in good working order to the best of their knowledge at the inception of the rental; (2) FilmLites, LLC is responsible for routine repair and maintenance of the Equipment prior to rental; (3) (if applicable) all services provided by FilmLites, LLC will be performed in a professional and competent manner; (4) FilmLites, LLC has the right to rent the Equipment and (5) FilmLites, LLC has complied and will continue to comply with all applicable manufacturer's specifications relating to the Equipment. Customer agrees as follows: (a) except as set forth in FilmLites, LLC's representations and warranties above, the Equipment is rented to Customer without any warranty or guaranty of any kind, express or implied, and FilmLites, LLC disclaims any warranties of merchantability or fitness for a particular purpose; (b) FilmLites, LLC shall not be held responsible for any production downtime, loss of profits, extra expense, indirect damages, production delays; and (c) except as set forth in FilmLites, LLC's representations and warranties above, Customer is responsible for all costs associated with any repair or replacement (without deduction for depreciation) of the Equipment necessitated as a result of Customer's usage, possession, transportation or failure to return the Equipment for any reason, including, without limitation, as a result of the negligence or willful misconduct of Customer, its employees, agents, or contractors. Customer represents warrants and agrees that Customer has complied and will continue to comply with all manufacturers' specifications as to the safe use of the Equipment.

2) Testing: Customer acknowledges that its representative has inspected and tested all Equipment at the time of rental and that all Equipment is in good and working order and acceptable to Customer.

3) Non-Working Equipment: Customer shall notify FilmLites, LLC immediately of any malfunction and/or alleged damage to any Equipment. In the event Equipment is not functioning and/or damaged other than because of Customer's acts or omissions. The customer shall have the option of accepting other like Equipment in exchange for such nonworking Equipment or returning all Equipment and canceling this Rental Agreement should FilmLites, LLC is not able to provide substitute Equipment in a timely fashion. The rental charges for all such non-working Equipment so returned to FilmLites, LLC shall be abated from the time of acceptance and return to FilmLites, LLC. Likewise, rental charges shall accrue and be owed for any replacement Equipment.

4) Technician/Operation: Customer shall only allow the Equipment to be used by qualified technicians and/or, if licensing is required by law for the use of any Equipment, duly licensed personnel, and only in strict accordance with the instructions of the Equipment manufacturer. Such qualified or licensed technicians and personnel should know all the proper protocols to safeguard the public, data and Equipment, and should be competent with regard to the normal operation of the Equipment. Customer shall keep the Equipment in their sole custody and shall not permit the Equipment to be used in violation of law. Customer shall process and or view their footage and back-up their content or data in a timely manner.

5) Risk of Loss: Customer assumes all risk of loss when Customer takes possession of the Equipment, regardless of whether such loss is covered by Customer's insurance coverage, except for any loss arising from the negligence or willful misconduct of FilmLites, LLC, its employees, agents, or contractors. Customer is deemed to have taken possession of the Equipment the moment it is in Customer's custody and control. If FilmLites, LLC ships the Equipment at Customer's request, Customer shall assume all risk of loss once the Equipment is delivered to the carrier for shipment. Customer shall be responsible for the risk of loss of the Equipment in transit and any transportation costs. The Customer's responsibility includes, but is not limited to, risks while in transit by any means (other than transit supplied by FilmLites, LLC), at all locations named and unnamed, at all studios, while on Customer's premises, and while in Customer's use. Customer is responsible for picking up and returning the Equipment to/from the rental facility during normal business hours. If FilmLites, LLC delivers and/or picks up the Equipment, FilmLites, LLC will be responsible for the risk of loss in transit while the Equipment is in the custody of FilmLites, LLC, and Customer will be responsible for transportation costs. Additionally, Customer agrees to indemnify, defend, and hold harmless FilmLites, LLC and its officers, employees, agents, and licensees against any and all claims, actions, damages, liabilities, and expenses arising from the use, possession, or operation of the Equipment, except for any loss arising from the negligence or willful misconduct of FilmLites, LLC, its employees, agents, or contractors.

6) Storage: Customer bears the risk of loss for all property not provided by FilmLites, LLC (including but not limited to camera(s), props, sets, and wardrobe) stored and/or transported by FilmLites, LLC for Customer's ultimate use. FilmLites, LLC shall be acting as the agent of the Customer in storing and/or transporting property which belongs to third parties.

7) Insurance: The customer must maintain insurance coverage for all rented equipment and vehicles at their own expense throughout the rental period. All Equipment shall be insured for the full replacement cost without deduction for depreciation. All Vehicles shall be insured at actual cash value. In addition, all Equipment and Vehicles shall be insured for actual verifiable loss of use of the Equipment or Vehicles (i.e. rental charges based on the greater of either the actual verifiable loss of business or the average rental history of the Equipment or Vehicles, as computed for the period of time the Equipment or Vehicle(s) is being repaired and/ or replaced not to exceed 90 days). Customer shall deliver to FilmLites, LLC evidence of Customer's insurance coverage prior to Customer taking either constructive or actual possession of the Equipment and/or Vehicle(s). Customer will forward a Certificate of Insurance evidencing Customer's liability, automobile, property and worker's compensation insurance with a reputable insurance carrier acceptable to FilmLites, LLC that complies with coverage requirements as enumerated within this Rental Agreement. Customer shall be liable for the (a) full replacement cost of Equipment without deduction for depreciation, (b) actual cash value for Vehicles, and (c) loss of use of the Equipment and Vehicles (i.e. rental charges based on the greater of either the actual verifiable loss of business or the average rental history of the Equipment or Vehicles, as computed for the period of time the Equipment or Vehicle(s) is being repaired and/ or replaced not to exceed 90 days), arising or resulting from any failure by Customer to maintain the policies and limits of insurance set forth above and for any and all claims, losses, liabilities, damages and expenses (including, without limitation, attorneys' fees and court costs) which, for any reason (other than a final, non-appealable judicial determination that same arose or resulted from the negligence or willful misconduct of FilmLites, LLC) shall not be covered or paid by Customer's insurance, including, without limitation, deductible and any of same exceeding the coverage and limits of insurance set forth above. a. Property Insurance: Customer's insurance shall be on a worldwide, replacement cost basis without deduction for depreciation, shall name FilmLites, LLC as Loss Payee for loss or damage to the property rented; shall cover "All Risk" of loss or damage to Equipment; shall include the perils "Comprehensive" and "Collision" for Vehicle physical damage coverage; and shall provide for 10 days written notice to FilmLites, LLC before any policy shall be modified or cancelled. In determining whether the Equipment (not including Vehicles) shall be repaired or replaced, the manufacturer's judgment shall be conclusive upon both parties. Limits shall be sufficient to encompass all property at risk, regardless of source. FilmLites, LLC will not accept insurance covering the Equipment that contains a theft exclusion from unattended vehicle(s). b. Liability Insurance: Customer shall name FilmLites, LLC as an additional insurer on their liability insurance. Customer's liability insurance shall meet the following minimum limits: Commercial General Liability \$1,000,000 per occurrence and annual aggregate; Automobile Liability (including non-owned and hired automobiles) \$1,000,000 combined single limit; Umbrella Liability in the amount \$2,000,000 per occurrence and annual aggregate; Foreign Liability, if filming outside of the United States and Canada, \$1,000,000 per occurrence; Aircraft Liability, if filming from any aircraft, \$5,000,000; Watercraft Liability, if filming from any watercraft, \$5,000,000 (Note rented Vehicle(s) will only be driven by licensed driver(s) employed by Customer). IF A VEHICLE IS PROVIDED WITH A DRIVER EMPLOYED BY FILMLITES, LLC, FILMLITES, LLC WILL PROVIDE THE PRIMARY AUTOMOBILE LIABILITY INSURANCE ON THE VEHICLE AND PROOF OF WORKER'S COMPENSATION INSURANCE. c. FilmLites, LLC Insurance: FilmLites, LLC will maintain its own insurance program consisting of not less than: Commercial General Liability \$1,000,000 per occurrence and annual aggregate; Automobile Liability (including owned, non-owned and hired vehicles) \$1,000,000 combined single limit; Umbrella Liability in the amount \$2,000,000 per occurrence and annual aggregate, Miscellaneous Equipment and Worker's Compensation and Employer's Liability in an amount not less than \$1,000,000 Covering Claims arising out of the operations of FilmLites, LLC. FilmLites, LLC will provide customer evidence of the Coverage enumerated herein upon their request with an insurance carrier acceptable to the Customer. d. Primary Coverage: Customer's property, automobile and liability coverage is the primary coverage for Equipment and/or Vehicle(s) and said coverage must be issued on a noncontributory basis. Furthermore, the Customer's insurance carrier shall agree that the rights of FilmLites, LLC under Customer's insurance policy shall not be affected by any unintentional act, neglect or breach of condition by Customer, other than non-payment of premium. The Customer shall remain primarily liable to FilmLites, LLC for full performance under the terms and conditions of this Rental Agreement in the event of a dispute with their insurance carrier and for uninsured losses. Lapse or cancellation of Customer's insurance, as required by this Rental Agreement, shall allow FilmLites, LLC to immediately and automatically terminate this Rental Agreement, at its option unless Customer provides FilmLites, LLC with written confirmation that such insurance is in full force and effect.

8) Missing and Damage: FilmLites, LLC shall provide Customer (with a copy to the accounting department of Customer and another department or person if otherwise designated) with a list of missing and damaged Equipment, if any, within three business days after the Equipment has been returned to FilmLites, LLC. FilmLites, LLC upon receipt of the compilation of the repair or replacement cost estimates will forward these estimates to the Customer. The customer may arrange with FilmLites LLC to have their crew verify the equipment's return on the first day at a mutually agreeable time.

9) Clearing of Data: Customer is responsible for clearing any and all images (in any form) prior to the return of the Equipment to FilmLites, LLC, and Customer authorizes FilmLites, LLC to clear the Equipment of any and all images, content or data immediately upon return of the Equipment to FilmLites, LLC. It shall be the sole responsibility and obligation of the Customer to arrange for the safeguarding and storage of Customer's images, content or data prior to the return of the Equipment to FilmLites, LLC.

10) Title: Customer specifically acknowledges FilmLites, LLC's superior title and ownership of the Equipment and must keep the Equipment free of all liens, levies and encumbrances except those caused by or resulting from FilmLites, LLC's acts. Customer may not assign or pledge the Equipment.

11) Default: In the event that Customer (a) fails to make payment when due hereunder, (b) fails to obtain or maintain the insurance required under Section 7 above throughout the rental term, or (c) becomes insolvent, files a petition in bankruptcy, seeks the appointment of a receiver (or has a receiver appointed) for all or a substantial portion of its property, or has an involuntary petition in bankruptcy filed against it, Customer shall be in default hereunder. Upon such default, FilmLites, LLC may, in its sole discretion, terminate the Rental Contract and, and to the extent permitted by law, immediately repossess the Equipment without any prior notice to Customer, the receiver, bankruptcy trustee, assignee for the benefit of the creditors, or levying officer. Customer hereby grants to FilmLites, LLC the right and permission to lawfully enter the Customer's premises where the Equipment is kept following any such default for the purpose of repossessing the Equipment without liability of trespass or any liability for any damage that might occur as a result of such entry.

12) Entire Rental Agreement: Customer agrees that they have read and fully understand and accept all provisions of this Rental Agreement prior to executing this Rental Agreement. The signed Rental Contract together with these Terms and Conditions constitute the entire Rental Agreement between FilmLites, LLC and the Customer. In the event of conflict between any terms or provisions of the Rental Contract and these Terms and Conditions, the terms and provisions of these Terms and Conditions shall govern and control. Any changes must be made in writing and signed by both parties. If Customer is a corporation or other entity, the person executing the Rental Contract represents and warrants that he/she has full power and authority to execute the Rental Contract on behalf of the entity and bind such entity to the Rental Agreements, terms and conditions hereof. The Customer acknowledges that a photocopy or electronic version of this document shall constitute the same consent as an original.

13) Rates, Charges, and Fees: Rates and terms of payment are based upon information at the time of rental. Should there be any change in such information, Customer agrees that FilmLites, LLC may revise the same without further notice. The first rental day shall be the day of delivery to the Customer. The last rental day shall be the day of return if such return is after 10 A.M. Equipment rented at the daily rate will be charged for Sundays and Holidays if the equipment is actually used on such days. A \$50 administrative charge and interest will be added to accounts not paid when due. The amount of interest will be equal to 1-1/2% of the balance due and will be added for each 30-day period which elapses from and after the due date of such account. In addition, any discount applied to the order will be removed should the balance is not paid within 40 days of the original due date. Customer agrees to pay FilmLites, LLC demand reasonable compensation, not to exceed the scheduled lease payments, for any losses FilmLites, LLC may sustain because of the Customer's cancellation of all or part of an order. Customer agrees to pay all taxes, transportation charges, duties, broker fees, bond fees, and all other costs imposed upon the leasing or use of the equipment. In no event shall interest accrue or be payable by FilmLites, LLC with respect to any Customer deposit or prepaid rent.

14) Waiver and Modification: The acceptance of returned equipment by FilmLites, LLC does not constitute a waiver of any claims, including latent or patent damages to the equipment. This Rental Agreement represents the entire understanding between the parties and may only be modified through a written agreement signed by both parties. No verbal or implied warranties, representations, or terms beyond those explicitly set forth herein shall bind FilmLites, LLC. The Customer agrees not to pledge, mortgage, or otherwise encumber the rented property.



RENTAL AGREEMENT - TERMS AND CONDITIONS

15) Equipment Condition Acknowledgment: The Customer, or their authorized agent, driver, or messenger, has examined and tested the equipment and acknowledges that it is in good working mechanical condition at the time of rental.

16) Governing Law: This Rental Agreement is entered into in the State of Washington and shall be governed by its laws, without reference to conflicts of law principles. Customer and FilmLites, LLC agree that King County, Washington has exclusive jurisdiction over any disputes arising under this Rental Agreement. In the event of a dispute, both parties shall first attempt resolution through mediation in King County, Washington. If mediation does not resolve the issue, the dispute shall proceed to arbitration or litigation as permitted by applicable laws. If any provision of this Rental Agreement is found to be invalid, unenforceable, waived, or otherwise deficient, it shall not affect the validity of the remaining provisions, which shall continue in full force and effect.

17) Definitions: As used in the Rental Contract and these Terms and Conditions, the following terms have the following meanings: "Customer" shall mean the entities and/or individuals so identified on page 1 of the Rental Contract; "Equipment" shall mean all equipment and/or vehicle(s) so listed in the Rental Contract; "FilmLites, LLC" shall mean the entities and/or individuals so identified on page 1 of the Rental Contract; and, "Vehicle" shall mean those motorized and other means of conveyance so listed in the Rental Contract.

AGREED AND ACCEPTED BY

Company (if applicable)

Signature

Signature Date

Print Name

Title

Drivers License Number

State

Date Issued

INTERNAL USE ONLY

Approved By _____

Date Approved _____

Credit Limit Approved _____

Terms _____



CONTINUING PERSONAL GUARANTEE

For valuable consideration, including the execution of one or more Rental Contracts between FilmLites, LLC (Lessor) and:

Print Name of Individual: _____ (Lessee),

The undersigned, jointly and severally, promise and guarantee to pay and/or perform any and all obligations of the Lessee under each Rental Contract, including but not limited to payment and collection, prior to the revocation of this Continuing Guarantee.

The undersigned represents that they have read and understand the Terms and Conditions of the FilmLites, LLC Rental Contract.

The undersigned expressly waives any rights to demands, protests, or notices.

The undersigned agrees to pay all attorney's fees and all costs and expenses incurred by the Lessor in enforcing any Rental Contract or this Continuing Guarantee, including sums incurred in collection or enforcing a judgment. The undersigned consents to the personal and subject matter jurisdiction of the state of Washington and agrees that venue for any action to enforce this Guarantee shall be King County Superior Court, State of Washington.

This Guarantee shall continue until the Lessor receives written notice from the undersigned of the withdrawal of the Continuing Guarantee. Such withdrawal shall not affect the liability of the undersigned with respect to Rental Contracts entered into prior to the receipt of such notice.

The undersigned acknowledges that their liability under this Continuing Guarantee extends to the due and punctual payment of rents and to each and every one of the Rental Contract Terms and Conditions. Without limiting the generality of the foregoing, the undersigned agrees that if any item of equipment is not returned to the Lessor (due to loss, theft, or destruction) or is returned in damaged condition, the undersigned is liable to pay the Lessor the replacement value of the equipment or, at the Lessor's discretion, the cost of repairs. Rent for the equipment shall continue at the rate provided in the Rental Contract until the equipment has been replaced or repaired and returned to the Lessor's rental inventory, regardless of any delays in replacement or repair beyond the control of the Lessor.

AGREED AND ACCEPTED BY:

Signature _____ Date _____

Print Name _____

Home Address _____

Home Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ E-Mail _____

Drivers License Number _____ State _____ Date Issued _____

Copy of Guarantors Drivers License _____



AUTHORIZATION TO CHARGE CREDIT CARD

Name on Credit Card

Billing Address for Card

City State Zip Country

Telephone E-Mail

Company Name on Credit Card

Company Address

City State Zip Country

Card Number Expiration Date Security Code

Card Type Visa ☐ Master Card ☐ AmEx ☐ Individual ☐ Corporation ☐

Customer Name

Address

City State Zip Country

Telephone E-Mail

FILMLITES CREDIT CARD TERMS & CONDITIONS

I hereby authorize FilmLites, LLC and its successors and assigns to charge to the above captioned credit card any rental fees, security deposits, missing & damage equipment fees, late fees or any other fees or charges related to any purchase, rental, or other service provided to the above named customer. I was given an opportunity to review FilmLites, LLC Terms and Conditions, and I hereby agree to same.

It is further agreed that any dispute related to credit card debts shall be governed by FilmLites, LLC Terms and Conditions. I also agree that any balance remaining due after 90 days for the above named client will be charged to the above credit card. If the Credit card on file is declined, Penalty, late fees and legal action may apply.

AGREED AND ACCEPTED BY

Signature

Print Name Title

Home Address

City State Zip Country

Date

DOCUMENT SUBMISSION REQUEST

Please provide copies of your driver's license and the front of the credit card you intend to use for rentals. These documents are required for our accounts department to process your application and order. Kindly return them along with your completed FilmLites, LLC credit application packet.

DRIVERS LICENSE

front

DRIVERS LICENSE

back

CREDIT CARD

front

CREDIT CARD

back

OVERVIEW

- Submit your payment and send your confirmation today!
- Questions? For all questions regarding invoices, payments, and account status, contact rentals@filmlites.com.

SETTING UP CREDIT TERMS

Contact your rental agent for instructions on setting up credit terms with FILMLITES, LLC.

PAYMENT METHODS

Check, ACH, Wire Transfer, or Credit Card

CREDIT CARD

Subject to a processing fee up to 4%. Fees are set by the card issuer and may change without notice. All accounts are COD or QuickPay unless credit terms are established.

CHECKS AND E-CHECKS

Include your invoice number(s) on the check. Send payment confirmation to rentals@filmlites.com.

WIRE TRANSFER INFORMATION

- Free of charge
- Include invoice number(s) with your payment.
- Client is responsible for any fees from the sender's bank and/or intermediary bank institutions. Add these fees
- when sending wires or electronic payments.
- Send payment confirmation to rentals@filmlites.com.

WIRES + ABA + Routing Numbers:**WIRES**

- SWIFT: 0000 0000 0000

ACH DIRECT DEPOSIT

- Account Number: 0000 0000 0000
- Direct Deposit/ACH: 0000 0000 0000

FILMLITES, LLC BANK DETAILS:

KEYBANK
1700 North 45th Street
Seattle, WA 98103

FILMLITES, LLC CONTACT INFO

1423 North 52nd Street
Seattle, WA 98103
206 728 1177
rentals@filmlites.com

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) FILMLITES, LLC		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions. 1423 North 52nd Street	Requester's name and address (optional)	
	6 City, state, and ZIP code Seattle, WA 98103		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
3	9	-	2	9	7	0	2	7	5		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Date **2025.09.11**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

INSURANCE - Customers must provide FilmLites, LLC with a COI (Certificate of Insurance) before the first rental. FilmLites, LLC must be listed as an "Additionally Insured and Loss Payee" on the policy. Ensure the following:

- The coverage is all risk.
- The deductible, if any, is indicated.
- The limit of liability is clearly stated.
- The policy is written by a United States carrier in US dollars.
- The coverage is written on a worldwide basis, including transit.
- The certificate is signed by either a representative of the insurance company or an agent.
- The coverage is written on a "Replacement Cost Basis" without deduction for depreciation.
- The policy includes an endorsement stating that with respect to equipment rented from FilmLites, LLC as their interest may appear.
- The policy will be endorsed to provide 30 days written notice to FilmLites, LLC in case of cancellation, reduction, or increase in coverage.
- The policy provides coverage for rented equipment, general liability coverage on rented equipment, accessories, and hired auto coverage vehicles.
- The Certificate of Insurance (COI) must be submitted by a legal entity using an email domain associated with a legitimate insurance company or broker.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						Date (MM/DD/YYYY)	
Producer		Fax		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW			
INSURANCE COMPANY				INSURERS AFFORDING COVERAGE		NAIC #	
Producer		Fax		INSURER A: INSURANCE COMPANY			
CUSTOMER				INSURER B: INSURANCE COMPANY			
				INSURER C:			
				INSURER D:			
*The name of the insured must be the SAME as client & equipment user of record							
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	TBD	MUST COVER ENTIRE RENTAL PERIOD	MUST COVER ENTIRE RENTAL PERIOD	EACH OCCURRENCE	1,000,000.00
						DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	100,000.00
						MED EXP (ANY ONE PERSON)	
						PERSONAL & ADV INJURY	1,000,000.00
						MED EXP (ANY ONE PERSON)	2,000,000.00
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTO				COMBINED SINGLE LIMIT (EA OCCURRENCE)	2,000,000.00
						BODILY INJURY (PER PERSON)	1,000,000.00
						BODILY INJURY (PER ACCIDENT)	1,000,000.00
						PROPERTY DAMAGE (PER ACCIDENT)	1,000,000.00
						AUTO ONLY - EA ACCIDENT	
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG	
		EXCESS UMBRELLA LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	
						AGGREGATE	
		WORKERS COMPENSATION & EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER EXECUTIVE OFFICER/MEMBER EXCLUDED? IF YES DESCRIBED UNDER SPECIAL PROVISIONS BELOW				WC STATUTORY LIMITS	
						EL EACH ACCIDENT	
						EL DISEASE-EA EMPLOYEE	
						EL DISEASE-POLICY LIMIT	
A		OTHER RENTED EQUIPMENT Equipment Replacement Coverage, In-Land Marine, Property Damage, Misc Equipment	TBD	MUST COVER ENTIRE RENTAL PERIOD	MUST COVER ENTIRE RENTAL	VALUE OF RENTED EQUIPMENT	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
CERTIFICATE HOLDER IS INCLUDED AS "LOSS PAYEE" ON THE PROPERTY POLICY AND AS ADDITIONAL INSURED ON THE GENERAL LIABILITY WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED FOR THE MAINTENANCE, OPERATION OR USE OF EQUIPMENT OF THE NAMED INSURED							
CERTIFICATE HOLDER				CANCELLATION			
FILMLITES, LLC 1423 North 52nd Street Seattle, WA 98103				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES			
				AUTHORIZED REPRESENTATIVE			

WASHINGTON STATE TAX EXEMPTION FORM - FILL OUT AND SEND BACK



MOTION PICTURE AND VIDEO PRODUCTION BUSINESS EXEMPTION CERTIFICATE

1. Name of Vendor FILMLITES, LLC

2. Name of Renter/Buyer _____

3. Address of Renter/Buyer _____
Street City, State Zip Code

4. Production Equipment Rented _____

Use additional sheets as needed

5. Production Services Purchased MOTION PICTURE RENTALS AND SERVICES

Use additional sheets as needed

This certificate exempts both state and local sales tax from production rental equipment and purchase of production services. The tax exemption on vehicles used in production applies to state and local taxes and extends to exempting the additional sales tax on rental cars.

The renter/buyer certifies that it is a motion picture or video production business and that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050.

Print Name _____
Name of Person Authorized by the Renter/Buyer to Sign the Certificate

Signature _____ Date _____

For tax assistance, visit dor.wa.gov or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

REV 27 0023 (9/23/08)