



## PROPERTY & DRAPERY

### New Rental Process



The health and safety of our employees, productions, clients and vendors is our highest priority. In order to ensure the safety of everyone working on the Universal Studios Lot, the company has created new Production Rental Protocols aligned with State and Local LA County Health Orders. The following outlines the rental protocols of the Universal Studios Property & Drapery department.

## SCHEDULE YOUR VISIT

- Shopping in the Property & Drapery department will be by appointment **ONLY**
- All shoppers will be required to check in at the first floor reception
- No unscheduled visits will be permitted
- Please complete and submit all start-up paperwork online prior to your visit

## SHOPPING IN THE WAREHOUSE

- All guests **MUST** wear a face covering while visiting the Property & Drapery departments
- Only Shoppers and decorators will be allowed in the Property building
- Only 2 shoppers will be allowed per project
- Only 2 people will be allowed in the elevators at any given time
- Only 1 shopper at a time will be allowed per aisle while shopping
- Universal Studios staff will pull ALL items and deliver to the dock for pick up
- Drivers and crew will remain with their vehicles

## CLEANING PROPS

- All Property & Drapery rentals will be quarantined for 48 hours prior to being restocked
- All shared equipment such as dollies, carts, ladder stands, etc. will be cleaned 3 times a day



### CALL NOW TO SCHEDULE YOUR VISIT!

Universal Studios Property & Drapery  
818.777.2784 Property  
818.777.2761 Drapery  
[universal.property@nbcuni.com](mailto:universal.property@nbcuni.com)





# PROPERTY & DRAPERY

## New Rental Procedures

### SHOPPING

**ALL CUSTOMERS CHECK IN AT 1ST FLOOR DESK**

**FIXTURES & HAND PROPS**

Items placed on deckers for scanning

**FURNITURE & LARGER ITEMS**

Tagged for pick up at loading dock

**ACCESS TO THE LOT  
BY APPOINTMENT ONLY!**

### PICK UP

**BOXED SMALLS AND/OR DRAPERY**

**ALL CUSTOMERS MUST CHECK IN AT 1ST FLOOR DESK**

Warehouse crew transfers items to customer at the loading dock

**FURNITURE & LARGER ITEMS**

**MEET WAREHOUSE CREW AT WEST SIDE LOADING DOCK**

Warehouse crew transfers items to customer at lift gate

### RETURNS

**MEET WAREHOUSE CREW AT EAST SIDE LOADING DOCK**  
**REMAIN WITH YOUR VEHICLE AT ALL TIMES**

**BOXED SMALLS AND/OR DRAPERY**

Customer transfers items to Warehouse crew at the PODS at the loading dock

**FURNITURE & LARGER ITEMS**

Trucks will be directed to a numbered Pod  
Customer transfers items to warehouse crew at lift gate

**MAINTAIN 6' SOCIAL DISTANCING**  
**FACE COVERINGS MUST BE WORN**



1



PODS



2

3



### WAREHOUSE

48 HOUR STORAGE