

# splashlight | quick guide



## Shipping & Storage

- Notify your Splashlight contact of any scheduled deliveries.
- All pre-shoot deliveries should be scheduled to arrive one day before your shoot day.
- Deliveries on your shoot day will be accommodated starting at **8am**.
- Label all items with: **Photographers name, Shoot date and Studio Name**



## Arrival & Load In

*Ensure you bring a valid photo ID on your shoot day.* All visitors are required to check in at the front desk in the lobby of the building. Passenger elevators can accommodate carrying bags or rolling luggage similar to an airline carry-on.

### **Visitor Pass Requests**

Should you require a visitor pass in advance of your arrival at Splashlight, please reach out to your Splashlight contact to make the necessary arrangements.

### **Curbside Assistance**

A Splashlight employee can meet you at the building's entrance with a cart and escort you to loading dock area and up to the 3rd floor. To arrange assistance contact your Splashlight contact.

### **Loading Dock Assistance**

- A Splashlight employee can meet you at our private loading dock to help unload your equipment.
- Vehicles can be left in our private loading dock area while equipment is unloaded.
- Vehicles are not permitted to be parked in the loading dock unless special arrangements are made with your Splashlight contact. A list of recommended parking garages are on Page 2.

### **The Freight Elevator**

**Located:** Watts St (north side of the building)

**Hours:** **Monday-Friday, 7am-8pm**

**Dimensions:** Depth: 7ft, Width: 5ft, Diagonal: 8ft (Large enough to accommodate 8 x 10 flat)

To request service for additional time on weekdays, holidays, or weekends, please contact your Splashlight contact to discuss options and fees. *Requests must be placed by **4pm**.*



## Load Out

- A Splashlight employee can help you load out your equipment via the freight elevator for pick up at the private or public building loading dock.
- Arrangements can be made with your Splashlight contact for gear to be stored overnight.
- We will hold your gear until **9am** free of charge.
- Extended storage arrangements & fees can be discussed with your Splashlight contact.

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## VIP Guests

- Accommodations can be made for drop off to our private loading dock
- Guests will be escorted to the 3rd floor via freight elevators
- Drivers can stand on Watts St between Varick & Hudson Streets
- Standing requires the driver to be in the vehicle at all times. *The driver is not allowed to leave the vehicle unattended per NYC law.\**

\* Subject to change at NYC discretion. Be sure to read street signs.



## Pets

- Pets are accommodated for both personal & shooting purposes
- Your Splashlight contact must be notified in advance as the building must also receive notification at least one day prior to shoot day
- Guests bringing animals are required to use the freight elevator and animals must be transported in a pet carrier/bag
- All animals/pets should be kept inside the studio at all times



## Bikes

- Bikes can be stored at the buildings bike rack located in the loading dock area on Watts St
- Bikes can also be brought up to the 3rd Floor via the freight elevator (the loading dock area) and stored in your studio for the duration of the shoot



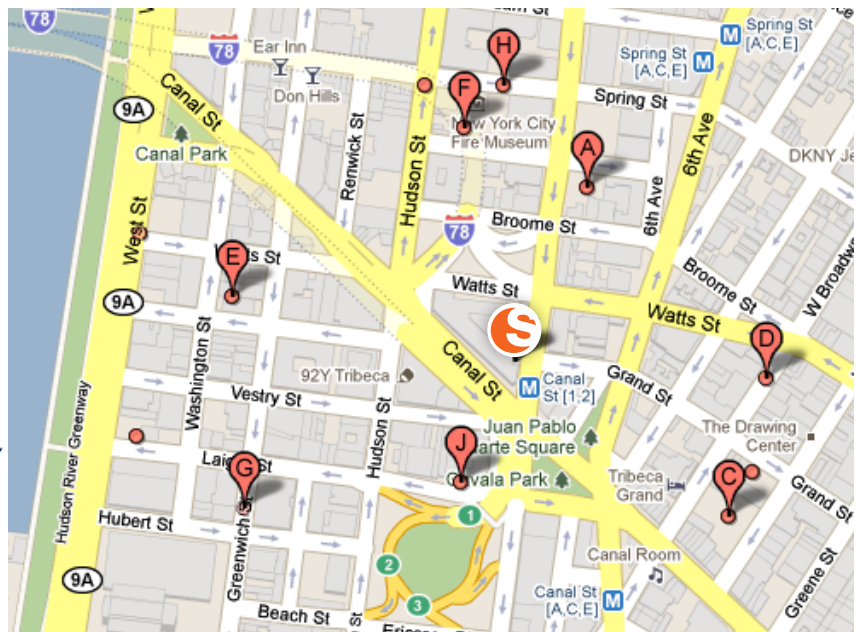
## Parking Garages

**A** [Icon Parking Systems](#) [- more info >](#)  
114-122 Varick Street, New York, NY  
(212) 925-9297 0.1 mi N

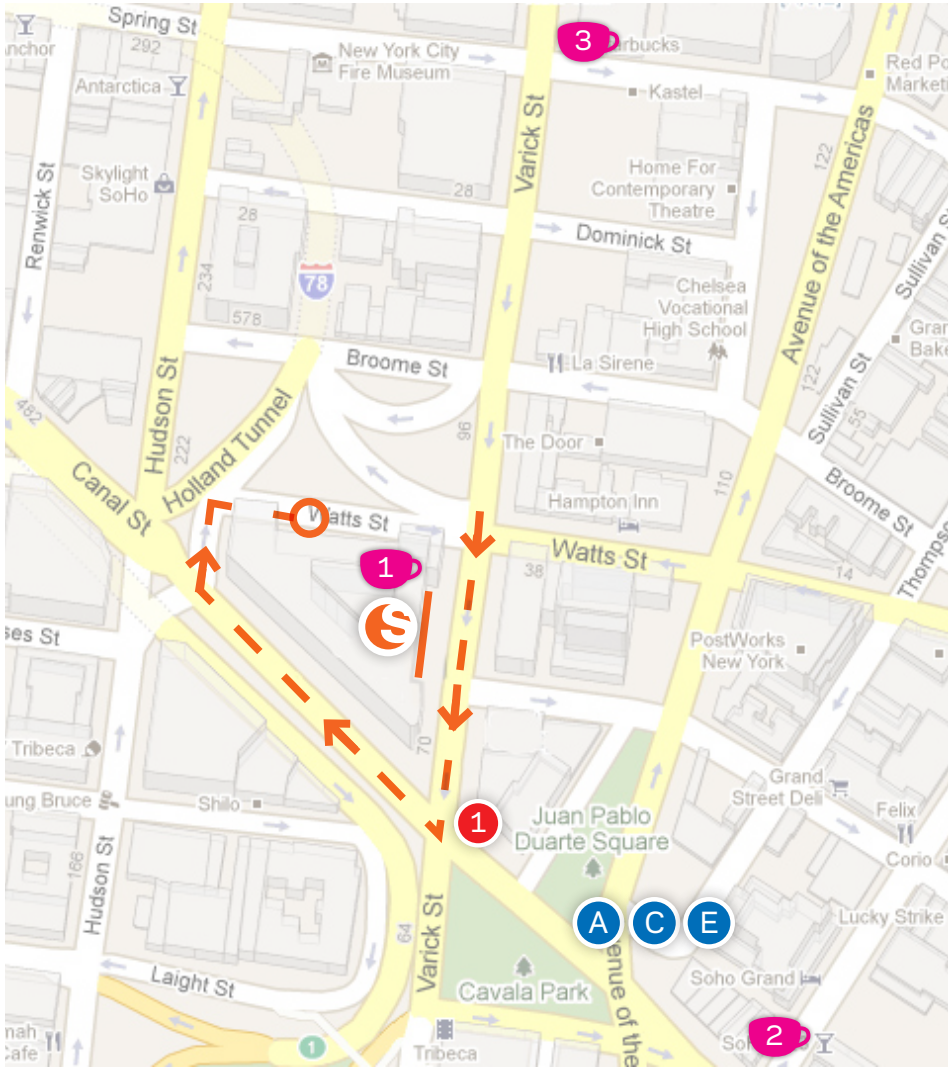
**C** [Quik Park](#) [- more info >](#)  
311 West Broadway, New York, NY  
(212) 925-2539 0.2 mi SE  
Category: Parking Garage

**D** [Sam Parking Llc](#) [- more info >](#)  
360 West Broadway, New York, NY  
(212) 966-6774 0.2 mi E  
3 reviews  
"Attendants are nice and easy to communicate with. The garage is cramped and ..."

**E** [Tribeca Parking Corporation](#) [- more info >](#)  
445 Washington Street, New York, NY  
(212) 274-8513 0.2 mi W



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Entry

Main Entrance

Loading Dock   
(Driving Directions)

## MTA Subway Stops

Canal St.

Canal St.

## Nearby Coffee

Eet Restaurant  
(on Splashlight Floor)

Dunkin Donuts

Starbucks

## Entry Instructions

Splashlight's loading dock is the 2nd loading dock on the right. The building's general delivery bay is in the middle of the building on Watts St. **If a police officer is on the corner of Varick and Watts St., you may ask to turn right onto Watts from Varick. However this is ONLY if a police officer gives you authority.**