TABLES AND CHAIR POLICIES

- Table and Chair rentals do not include setup and teardown unless it is a specialty item. Please see our setup and teardown/ cleaning policies.

- All Tables must be properly taken down (collapsed) placed on table cart/pallets (if provided) and returned complete, reasonably free of dirt, debris and contaminants, and otherwise in good order, condition and repair, rental-ready, to their original delivery location.

- All chairs must be properly taken down (collapsed), stacked onto chair carts/pallets (if provided), and returned complete, reasonably free of dirt, debris and contaminants, and otherwise in good order, condition and repair, rental-ready, to their original delivery location.

- *CHIAVARI AND VINEYARD CHAIRS:* If a customer needs to take any of these items down without our assistance, all chiavari/vineyard pads must be removed and placed into bags/carts provided by Create A Scene, Inc. All chiavari chairs must have the protective chair cover replaced and ready for pickup in stacks of 7.

DINNERWARE, FLATWARE, AND DRINKWARE POLICIES

Customers are responsible for rinsing all dinnerware, flatware, and drinkware items for sanitary reasons. Failure to do so will result in a minimum cleaning fee and is subject to change. Here are some helpful tips for repackaging your items after use to prevent any breakage...

• *DINNERWARE CRATES*: Please keep the plastic insert inside each crate, as doing so will help protect the rented items from breakage and serve as a moisture and leak barrier.

• *FLATWARE:* Please place all rinsed flatware into any bus tubs provided by Create A Scene, Inc. and separate all utensils by type.

• *DRINKWARE:* Please empty any excess liquids, dry the items, and place them upside down back into the plastic racking provided by Create A Scene, Inc. If different types of glassware were rented, please place each glassware type in its designated crate.

LINEN POLICIES

Customers are not responsible for laundering any rented linens (please do not do so). Here are some helpful tips for tearing down your linens and preventing any damage:

- Linens should be free of candle wax, holes, burns, or ink, shaken out and placed into nylon bags provided;

- Customers are responsible for any damages due to negligence (even if LDW applies), and will be charged the full replacement cost of any linen damaged as a result of negligence; (Ex: mold/mildew, wax, burn holes)

- If linens are wet, please allow time to let them air dry before placing into the nylon bags, as this will prevent mildew (**REPACKING OF LINENS THAT ARE WET OR DAMP WILL RESULT IN MOLD AND/OR MILDEW, FOR WHICH YOU WILL BE LIABLE, EVEN IF YOU HAVE PURCHASED LDW**);

- Plastic skirting clips (standard and wide options available) are sent with skirting orders that require them. If they are not returned to Create A Scene, Inc. upon the expiration or termination of your rental, you will be charged for their full replacement cost.

- We ask that hangers be returned for recycling.

CONCESSION EQUIPMENT POLICIES

Concession equipment may be damaged or malfunction during or as a result of transportation. It is the customer's responsibility to carefully review all safety instructions and manuals provided or made available in connection with such equipment, to carefully examine and test such equipment upon its delivery to the event site, and to notify us of any issues within 30 minutes of its arrival. In all other events, we will assume such items are in good working order.

Please make sure that all loose food items are removed from all rented items upon pickup by or return to Create A Scene, Inc. Failure to do so will result in a minimum cleaning fee and is subject to change.

EXAMPLES: Popcorn removed; cotton candy bowl wiped out; ice removed from snow cone machine.