TENT POLICIES

For all tent orders, the customer will need to provide Create A Scene, Inc. with an aerial diagram from Google Earth showing the preferred placement of the tent(s), complete our tent evacuation form, and provide to us complete and accurate copies of any and all tent permit(s) and/or other related authorization(s). Create A Scene, Inc. contact JULIE for all tent installations performed by Create A Scene, Inc., but we will need to have a designated site contact person for any questions about the installation site.

Tent requests received by Create A Scene, Inc. less than 7-days prior to any requested delivery and/or installation, are considered to be "last minute rush orders" and will require payment of a rush order fee. Any tents that require staking, must be reserved at least three business days in advance of the requested delivery/installation date, as JULIE requires at least 3 full business days to survey and mark the delivery/installation site prior to driving stakes. Please see http://www.illinois 1call.com/ for more information.

Our tents are high quality, but they are not guaranteed to be waterproof, leakproof or weatherproof. **TENTS AND OTHER TEMPORARY STRUCTURES (E.G ., INFLATABLES) RENTED FROM CREATE A SCENE, INC. ARE NOT TO BE USED AS PROTECTION FROM, AND SHOULD BE EVACUATED IN THE EVENT OF, SEVERE WEATHER.** Please also take the necessary precautions to protect any personal, electronic, perishable or valuable items placed in or under any tent(s), as Create A Scene, Inc. will not be responsible for those items.

CLIENT INSTALLED LIGHTING AND DÉCOR:
We ask that customers refrain from use of tape, glue, rivets, nails, staples, or any type of adhesive to secure décor to tent vinyl pieces, poles, wires or frames. Zip ties are fine on poles and frames provided such ties are completely removed prior to the scheduled arrival of our retrieval personnel in connection with the expiration of your rental. Please **DO NOT STAIN, ATTEMPT TO WASH, PUNCTURE, REPOSITION, MODIFY OR OTHERWISE DAMAGE ANY TENT, OTHER TEMPORARY STRUCTURE, SUPPORTING STRUCTURE, SIDEWALL OR ANCHORING OR SECUREMENT DEVICE.**

Any and all decor not ordered through Create A Scene, Inc. but added to any tent rented from Create A Scene, Inc. must be removed prior to the scheduled arrival of our retrieval personnel in connection with the expiration of your rental.

ANCHORING A TENT:
Appropriate anchoring methods will be evaluated for each job.

INSTALLATIONS:

ASPHALT: Tents can be erected on asphalt in some cases, but additional time and labor will generally be required in order to repair the asphalt after removal of the tent(s). To secure the tent(s), we typically drive iron stakes, each of which is approximately 42" long and 1 inch in diameter through the surface on which the tent is placed. After removal of the tent, we fill approximately 90% of each hole with sand or pea gravel, and the remainder with ready-mix asphalt. Additional fees per hole will be applied.

CONCRETE: When a tent is installed on a concrete surface, we drill holes through the concrete and screw in eye-bolts. Guide ropes secured to the eye-bolts anchor the tent. After removal of each tent, the anchor will permanently stay flush in the concrete. Additional fees per hole will be applied.

CONCRETE BLOCKS: Concrete blocks can be used as an alternative to staking and/or anchoring for all of our frame tents. If you choose to use concrete blocks, please ensure that there are no steps leading to or from the tent location due to the machinery required for delivery.

WATER BARRELS: Water barrels can be used in lieu of staking and/or anchoring as described above for our frame tents. If water barrels are used, the customer will be responsible for providing an on-site water source and a hose long enough to reach all barrels once in place.

At least 72 hours before your scheduled rental in each instance, you must: (a) obtain the express written approval of the owner of the site to the means and methods of installation (and if applicable, repair) of each tent and other temporary structure (if any) rented from Create A Scene, Inc.; and (b) deliver a complete and accurate copy of such approval to Create A Scene, Inc.

PERMITS:

It is the responsibility of the customer to obtain and pay for any and all necessary inspections, licenses and permits and approvals (collectively, "Authorizations"), including those to be provided by local permitting and licensing authority(ies) (e.g ., applicable building inspectors, building permit authorities and fire departments) without material exception, qualification or limitation, at least 2 weeks prior to the scheduled delivery/installation date of each tent or other temporary structure rented from Create A Scene, Inc. Obtaining and maintaining all such Authorizations for the duration of the rental will remain the responsibility of the customer at all times. We must receive a complete and accurate original (or copy) of the appropriate tent permit for each tent rented from Create A Scene, Inc. not less than 24 hours prior to commencement of the delivery window with respect to your rental. If you fail to timely provide all of the above referenced Authorizations (including without limitation, the subject tent permit(s)) at least 24 hours prior to

commencement of your delivery window, we reserve the right to cancel and/or postpone delivery and/or installation of the subject tent(s) and/or other temporary structure(s). Please see http://www.peoriagov.org/fire-department/fire-fees-and-permits/ for more information.

JULIE PROCEDURE:

Illinois State Law requires all tent installers to contact JULIE (Joint Utility Locating Information of Excavators) before a tent is installed. We typically call JULIE the week prior to your install. The locators generally arrive within 3 business days to mark the area of the tent.

We require that customers: (a) place white flags to mark where the tent is to be placed; and (b) clearly and properly mark all private underground sprinklers, utilities and other improvements that might be damaged in connection with the installation of the tent(s) or other temporary structure(s). We will not be responsible for any damage to underground lines or other improvements (including sprinkler systems) that are not clearly and properly marked above the ground surface.

** We supply white flags at our location, for no additional charge .**

UNDERGROUND UTILITIES AND SPRINKLER LINES:

Customers are solely responsible for identifying and marking all private underground lines, utilities and other improvements. Customers assume full responsibility and liability for damage to such lines, utilities and improvements, and agree to hold harmless and indemnify Create A Scene, Inc. with respect to the same.

PREPARATION FOR TENT INSTALLATION AND TEARDOWN:

For a traditional tent, the first step our crews take upon installation is to spread the tent out flat on the ground in the area where it will be erected. It is important that the customer has cleared the area of any obstructions before Create A Scene, Inc. installers arrive at the installation site. This includes any and all overhead obstructions as well. Tent peaks can range between 20'-30' tall. After an event, the tent must be completely empty before we can take it down. If our crew must clear the site before installation and/or removal of any tent(s), additional fees will apply.

All tent rental charges include standard labor to install and remove each tent. Non-standard installations and/or removals (for example, short time windows and/or working around obstacles such as pools, decking, terraces, landscaping, etc.), if agreed to by Create A Scene, Inc., will require payment of additional charges based primarily on the time, materials and labor required.

DAMAGE TO A TENT:
Customers are solely and exclusively responsible for any and all damage to items rented from Create A Scene, Inc. for the entire period from the time such items leave Create A Scene, Inc. possession until such items are returned to and accepted by Create A Scene, Inc. By way of example (and not by way of limitation), each customer assumes all responsibility for damage resulting in connection with attaching items to tent frames, cooking and use of open flames in or near to any tent(s), and use of heaters and heat sources in or near any tent(s).

HAZARDOUS CONDITIONS: Hazardous conditions (including weather) may make it necessary to postpone or cancel one or more rentals or related activities and/or evacuate one or more items rented from Create A Scene, Inc. By way of example (and not by way of limitation):

POSTPONEMENT / CANCELLATION: Anything to the contrary set forth in these policies notwithstanding, we reserve the right to postpone and/or cancel any rental, delivery, installation and/or removal of any tent(s) or other temporary structure(s) in the event weather or other conditions or circumstances render the same unsafe or unduly hazardous, in our sole discretion.

HIGH WIND EVENTS: Wind can cause the tension of the tent to change by loosening ratchet assemblies, pulling stakes, or causing poles to move or sink. It is important to do routine checks and maintain the correct tension on the tent top at all times. If at any point, you become concerned about the safety of you and your guests, evacuate the tent immediately.

Lightning: Evacuate the tent immediately, until the possibility of lightning striking is not present.

Snow: Tents are not structured to withstand heavy snow. Tents should not be used if any snow is present or anticipated, and guests should be evacuated immediately in case of snow load collapse.

** We are not responsible for any damage to personal items underneath the tent. **

RECOMMENDATIONS:

- Mow all grass at the installation site approximately 3 days prior to day of install
- Spray the planned installation site for insects in advance

SITE VISITS: Site visits may be arranged by contacting one of our rental specialists. The site visit enables us to help you determine what items, quantities and sizes you may need. A non-refundable fee will be required for an on-site visit, please ask one of our event specialists for pricing. Such visits should be scheduled at least 2-weeks prior to your event.

INSTALLATION OF ELECTRICAL ITEMS:

When installing any tent lighting or fans, we will run power cords to the closest power source. If arranged in advance, we can supply extension cords for an additional charge to run power to the power source. If you are providing your own extension cords, please have them ready and available prior to our team's arrival.

If any lighting is installed by our team, we will test each strand on site, but we assume no responsibility for the propriety or adequacy of any power, utilities or other resources at the site. It is the customer's responsibility to provide proper and sufficient types and levels of power. Create A Scene, Inc. sole and exclusive responsibility with respect to lighting is to ensure that all lights work when Create A Scene, Inc. employees and/or contractors responsible for the same are present at the site.

TENTS: Heaters may be required in the event the outside temperature falls below 40 degrees F. Contact us for details.