

BIG TEN RENTALS Pre-Delivery Checklist

TO HELP WITH YOUR UPCOMING EVENT & IN ORDER TO COMPLETE YOUR PAPERWORK,
WE NEED THE FOLLOWING FROM YOU PRIOR TO THE DELIVERY OF ANY ITEMS:

- ___ All required signed paperwork, including **this list**, agreeing to all of BTR's terms and conditions for your rental.
- ___ A down payment is required to guarantee your reservation. In the event of cancellation, the payment may be refundable up to 30 days prior to event.
- ___ The remaining balance to complete payment for your rental. This will be needed **prior** to the scheduling delivery of any equipment for your event. If your initial payment was paid with a credit card, the card will be charged with the balance the day before delivery. If deposit was paid using another method, BTR will not deliver until the balance has been paid or other agreements have been made.
- I, _____, authorize BIG TEN RENTALS to charge my credit card:
Type _____ Number _____ EXP# ____/____ Security Number _____
with the remaining balance prior to any delivery or setup of BTR's equipment.
- Signed _____ Date ____ / ____ / _____

___ **Everyone** is required to provide maps, drawings or sketches that indicate how to get to your location and indicating exactly where the items need to be setup or placed. Even if we've setup a tent at your location before, something may be different this year from last year so we require that you send in maps. **BTR must receive all maps when you send in your signed contracts to be guaranteed dates.** If BTR does not receive maps prior to delivery, there will be a **\$100/crew member** charge added to your contract and the location of the tent will be at BTR's discretion. Try to make the maps as specific as possible. If you want the southwest corner of the tent to be 20' from the northeast corner of your garage, then reflect that in the map. It is also helpful to mark, flag, or spray paint the ground where corners of the items will be going.

- ___ All safety/liability paperwork if renting an inflatable or having an inflatable event.
- ___ In order to decline the Damage Waiver, BTR requires that you list them as an additional insured on your property insurance that will cover you in cases of theft, loss or damage.
- ___ Any Tax Exempt information if such applies. Tax Exempt Form can be found at: <http://www.state.ia.us/tax/forms/31014.pdf>
Typically only organizations receiving government funding or businesses that are sub-renting equipment are applicable for tax exemption.
- ___ A list of additional names and phone numbers of contacts that may be helpful during the delivery and/or setup process.

___ The confirmation number from Iowa One Call _____. You will need to place the call by ____/____/____. Call 1-800-292-8989 or 811. *Note: when asked by Iowa One Call when event will be taking place, they are asking for the earliest delivery time, not when your event is.* Also tell them that you are setting up a tent, do not mention that BTR is setting up your tent. All we need Iowa One Call to do is to verify where all of the utility lines run.

Your event will be delivered sometime between __/__/____ & __/__/____. We will pick up our equipment between __/__/____ & __/__/____. You will not receive an exact time when we will be at your location. You must be ready for us to deliver & pick up on any of these days. We typically deliver at our earliest convenience at no additional cost to our customers. Any time constraints or restrictions may incur additional charges

I agree to any and all terms that are marked above as being needed by Big Ten Rentals, Inc in order to successfully deliver and setup my event. Failure to send in required items may hold up the delivery of your event.

Signature

Date

THANK YOU FOR CHOOSING **BIG TEN RENTALS!**