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The following link is an outline of the information you need and the steps that you will need to take to ensure a trouble free, safe and efficient tent set up. If at any point in time you have any questions or concerns about any of these items, please do not hesitate to call one of our tent specialists.

### **Application:**

Tents that are connected to another tent or structures need rain gutters to prevent water from running down through the gap between structures. Rain gutters are installed at an angle using gravity to flow the water outside the tent. Depending on the amount of wind and rain, rain gutters are subject to failure. In a rainstorm, water may also run under the tent depending on the topography of the site.

### **Space requirements:**

The area for your tent must include an additional 5' to 10' of space around the perimeter for the stake lines. Example: a 20' x 20' tent needs an area that is at least 30' x 30'.

### **Permissions:**

Client is responsible for securing permission to use the site and install tents, and holds GreatEvents Tents harmless for any failure to inform site owner of the intended property disturbance from staking and set-up.

### **Work Area:**

We install our tents where you want them. The work area extends 10' beyond the tent perimeter to allow room for installers to operate. Items within 10' of the tent, including gardens and landscaping, are at risk for accidental damage. Our crews use large, heavy tools and long aluminum poles. They do everything in their power not to cause any damage to flowers, shrubbery, lamps, etc, but accidents still happen occasionally. Please remove all valuable items possible, as GreatEvents Tents will not be responsible for damage to items or injury to non-GreatEvents Tents persons within the work area.

### **Preparation of area:**

The area must be free of any obstructions before we arrive. Parking lots must be cleared and blocked off. If the set up is delayed, additional labor fees at the standard rate per hour per man may be charged.

### **Non-rental Items:**

Due to workers' compensation rules, GreatEvents Tents will not move any non-rental items, including, but not limited to furniture, vehicles, plants, lights, etc.

### **Underground Utilities:**

The client must mark the following using flags or stakes:

- Sprinkler and water lines
- Electrical lines
- Sewer Lines
- Any other underground utilities particular to the property.

GreatEvents Tents is not responsible for damage to underground utilities. Please Call 1 800 242 3447 to book an appointment at least one week before delivery.

**Asphalt installation:**

When installing a tent on asphalt we drive steel stakes that go approximately 30" deep. The hole is filled and patched upon take down.

**Incidental Damage:**

Tent poles and stakes support significant loads and will mark, dent and scratch the surface upon which the tent is installed. GreatEvents Tents is not responsible for damage to tile, stone flooring, patios, tennis courts, driveways, walkways, etc...

**Take-Down / Strike:**

The area must be free of any obstructions before we arrive and the tent must be emptied of all non-GreatEvents Tents items. GreatEvents Tents will not be responsible for damage to items left in the tent. If the takedown is delayed with our crew on site, additional labor fees at the standard labor rate per hour per man may be charged.

**Thank You**

We appreciate your time and attention in these matters, and look forward to being able to provide you with good planning, quality service and quality merchandise, today and in the future.