



**TERMS & CONDITIONS
(FOR DO IT YOURSELF CHAIR COVER RENTALS)**

Office Use:
Rental Cost: \$____/set (min __sets)
Est. Shipping fee:\$_____
Event Date: _____

1. SECURITY DEPOSIT

A non-refundable deposit of \$100.00 in the form of Credit Card payment is required to hold the estimated rental items. The remaining balance is due two weeks before the shipping/delivery date. We accept personal checks, cashiers checks, or money order for final balance. Credit Card payments other than the deposit will be charged 3% service fee. Returned checks are subject to \$100 fee.

2. CANCELLATION

If the event is cancelled, the retainer fee is forfeited. In case of changing the event date, the retainer will be applied to the new event date (Subject to Availability). When the cancelation made 30 days prior to the event date, full rental amount is due. ____initial

3. FINAL COUNT

Final rental item count (should be an increase from the estimation) is due 21 days prior to the shipping/delivery date. Any additional products rented after the final count will be subject to availability and the price will be marked up 10% above the original rental price.

4. BALANCE

Client understands that all rental balance have to be paid in full prior to shipping. No items will be shipped if there is unpaid balance on the account.

5. SHIPPING COST

Client understand that estimated shipping cost quoted will be adjusted according to the final count and fuel surcharge rate approximately 3 weeks before the event date.____ initial

6. DELIVERY

Rental items can be shipped to your office, home or event location. To make sure of the delivery, signature is required at the time of delivery. Wedding concept will not be held liable if the items are returned to us due to your unavailability to sign at the delivery attempt or due to wrong/incomplete address information you provided on the event info sheet. If the rental items are to be delivered to the event location, please notify the catering manager that you are expecting packages from us. If client designated a third party to receive the packages, the client is fully responsible for all terms, conditions, charges and obligations.____ initial

7. RENTAL ITEMS COUNT

We make every effort to fill your order accurately. However, client is responsible to notify Wedding Concept any discrepancies prior to the event. We will assume that the quantity and color of the rental item ordered are correct if we do not receive notice of discrepancies prior to the event.

8. RETURN SHIPPING LABEL

We will provide client with prepaid shipping labels according to number of boxes that they arrived. If you receive 2 (two) boxes when the rental items arrived, we will include 2 (two) return labels. Upon receiving the packages, client is responsible to inspect and keep the return label(s). Client must notify Wedding Concept prior to the event if the return label(s) are not included or lost.

9. LATE RETURN

Please assign a representative to return the rental item(s) on timely to avoid the late charges. Our customer service do not make the courtesy call to remind you to return the rental item(s). Rental items should be dropped off at your nearest shipping carrier store before 3:00 p.m. on the following business day after the event. Late dropping off the rentals items will incur late fee which is equal to 25% of your total order charged for each day that the rental items are late. After 7 days late, client will be charged at full replacement cost of all unreturned rental items. ____ initial

10. PACKING

Rental items must be packed dry. Wet items may mildew and permanently stain. Rental items should not be placed inside plastic bag. Put all the rental item(s) – chair covers and sashes into the boxes. If the boxes are in good condition, you can use the boxes that they came with. If they are damaged, please provide return boxes (make sure the replacement box is not oversized or overweight – Client is responsible for any surcharge of overweight or oversize package). Each box should fit 50 to 60 chair covers and 50 to 60 sashes as we have prepared the shipping label for the weight of 50 to 60 chair covers and 50 to 60 sashes in a box. Sashes must be returned untied. There will be \$0.25 labor fee charge for every sash returned with knot.

11. REPLACEMENT/DAMAGE

In the event that the rental items are not returned to back Wedding Concept, the purchase price of \$10 for each item (chair cover and sash are separate item) will be charged to the client's credit card. Wedding concept expect normal wear and tear on our rented items. In the conditions that the items are damaged due to candles burnt, candles wax, wine stain, wax marks, torn and other damage beyond repair, there will be a small nominal amount of \$4.00 per chair cover and \$2.00 per sash charged to the client's account. ____initial

12. USE OF RENTAL ITEM

Rental rate is based upon a one-day, single-use rental, unless otherwise noted. Client agrees that the rental items will only be used at the event agreed on the event information sheet. Subleasing or improper use is prohibited.

13. LIABILITY

In any event liability on the part of Wedding Concept will be limited to returning all rental amount paid excluding any other fees: e.g. shipping fee/delivery fees. Wedding Concept is not liable for any property/physical damages occurred to the event location or to any individual injuries due to the chair cover rentals. ____ initial

14. SUBSTITUTION

Rental items are subject to availability and maybe substituted with 3 days advance notice from Wedding Concept.

15. SPECIAL REQUEST

Any requests with regard to the service provided by Wedding Concept should be made prior to signing this contract.

16. FITTING AND SAMPLE

Client is responsible to ensure the perfect fit. Samples are available upon requests, if client did not request for samples, Wedding Concept are not responsible and no monies will be refunded if the items are not used, or not fit. Client also understand that colors, sizes, and shades may varies due to replacements of unreturned items, normal wear and tear, and other natural cause. Rental items are received in boxes and some wrinkles may occur. Small marks or lines are expected as these are (used) rented items. ____ initial

By signing below, both parties agreed the terms and conditions of this contract.

Signature: _____

Signature: _____

Client's Name: _____

Wedding Concept

Date: _____

Date: _____

NOTE: 7 initials on this page have to be completed.

Event Information Form

<p>BRIDE / GROOM / Party Host</p> <p>Name: _____</p> <p>Add: _____</p> <p>City: _____ State: ___ Zip: _____</p> <p>Phone: (____) _____</p> <p>Email: _____</p> <p>CONTACT PERSON</p> <p>Name: _____</p> <p>Email: _____</p> <p>Phone: (____) _____</p> <p><small>*other than the Bride/Groom/Party Host to contact on the day of event</small></p> <p>DETAILS</p> <p>Quantity : _____</p> <p>Sash Color: _____</p> <p>Chair Cover Color: _____</p> <p>Note: _____</p> <p>_____</p> <p>_____</p> <p>All Information is required except ceremony info.</p>	<p>Event Date: _____</p> <p>RECEPTION / SHIP TO ADDRESS</p> <p>Location Name: _____</p> <p>Attention: _____</p> <p>Phone: (____) _____</p> <p><small>* for carriers to contact on delivery process</small></p> <p>Email: _____</p> <p><small>* to send the tracking number info.</small></p> <p>Add: _____</p> <p>City: _____ State: ___ Zip: _____</p> <p>Start Reception Time : _____</p> <p>CEREMONY (Optional)</p> <p>Location: _____</p> <p>Phone: (____) _____</p> <p>Add: _____</p> <p>City: _____ State: ___ Zip: _____</p> <p>Start Time : _____</p> <p>End Time : _____</p>
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