

PLEASE READ AND SIGN. RETURN BY EMAIL

Name: _____

Company: _____

Rental Agreement

Order Confirmation and Responsibility: Clients are responsible for verifying the accuracy of all details in their plant order, including delivery and pickup dates and times. To ensure timely delivery, orders must be confirmed at least 3 days prior to the event. Failure to do so may prevent order fulfillment. Same-day confirmations are subject to a 'Last Minute' surcharge.

Pricing Guidelines: Our prices are set for overnight or weekend rentals. Extended rentals are subject to individual pricing considerations. Please note, an additional charge of \$5.00 per plant per day applies after the initial 3-day rental period. All rented items remain the exclusive property of San Diego Interior Foliage (SDIF).

Extended Rentals: Post-invoice rental extensions exceeding 3 days will incur a supplementary fee of \$5.00 per plant per day.

Delivery Costs: Delivery fees vary outside of San Diego County (refer to your invoice for specific charges). Multiple deliveries spanning several days, or extra-large orders necessitating additional truck rentals, will incur further charges.

Labor Considerations: Events necessitating extraordinary labor (e.g., substantial electrical work, second-floor setups, distant transport) or those held outdoors may attract additional labor fees.

Special Delivery and Pickup Schedules: Deliveries scheduled before 7 AM or pickups after midnight will be subject to an additional \$100.00 fee.

Restrictions on Rentals: Clients must refrain from cutting, modifying, or hanging objects from the plants or any rental materials without explicit permission from SDIF staff. Unauthorized alterations or damages will result in full-price charges for replacements.

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Liability for Rentals: The client assumes complete responsibility for all rented items. Any missing or damaged plants or materials will be billed at full price to the client named on the invoice. Damaged items remain the property of SDIF.

'Last Minute' Surcharge: Orders placed with less than 24 hours' notice will incur an additional \$250.00 fee.

Payment Terms: Full payment is required before the event. An initial deposit of 50% is mandatory at the time of order. Specially ordered items require upfront full payment. For clients outside San Diego County, we require credit card details or a check one week before the event.

Cancellation Policy: Cancellations need to be made a minimum of 48 hours ahead of the scheduled event. Late cancellations, less than 48 hours before the event, will incur a 30% charge. Same-day cancellations will result in a 50% charge. Payments for specially ordered items are non-refundable, even in the case of event cancellation.

Invoice Information:

EVENT: _____

EVENT DATE: _____

INVOICE #: _____

DATE: _____