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FACSIMILE TRANSMITTAL

To: _____ Fax: _____
From: _____ Date: _____
Re: Rental Authorization Pages: 4
CC: _____

Urgent For Review Please Comment Please Reply Please Recycle

For our mutual protection; please Read the following two sheets and fill in as necessary. We must receive a faxed copy completely filled out back prior to your rental being released. Make sure that you have read and understood the pages included. If something is not clear please call our rental department with any questions.

DO NOT SIGN ANY OF IT WITHOUT READING IT FIRST.
WE WILL NOT BE HELD RESPONSIBLE FOR ANY
MISSUNDERSTANDING YOU MAY HAVE IF SOMETHING IS
NOT CLEAR TO YOU.

Thank you

Set Shop

SET SHOP

CREDIT CARD AUTHORIZATION

JOB/ORDER REF# _____

TODAYS DATE: _____

To Set Shop.

I, (Card Holder Name) _____ do hereby authorize *The Set Shop* to use my credit card for:

Security Deposit.

I understand and agree that my credit card will be charged for a security deposit (full value of merchandise) against loss or damage of equipment rented (Value \$ _____)

DEBIT CARDS, CHECK CARDS OR BANK CARDS NOT ACCEPTED FOR DEPOSIT

And rental Charges.

I understand and agree that my credit card will be charged for the rental charges of equipment rented,

NAME ON CARD: _____

CARD # : _____ SIC _____
(DONOT USE A DEBIT CARD) (Number on back of card)

EPX.DATE _____ BILLING PHONE NUMBER _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____

I also authorize _____ &/or _____
To pick up the rental on my account

Fax# _____ E-Mail _____

**PLEASE READ THE NEXT PAGE!!!
FAX BACK SO THAT WE CAN PROCEED WITH YOUR ORDER**

Rental Agreement

By renting from us you agree and accept the following conditions:

1. You will be charged for your rental from the minute it leaves our location until it comes back to us. As long as your rental is out of our possession you will be billed for each rental day. Rentals that are picked up after 4:00 PM are charged to the next day. All rentals returned before 10:00 am are charged to the previous day. That includes transit times, storage time at your location or any other condition by which your rental has not made it back to us is your responsibility and you will be billed for it. "Not using" or "Not having used" your rental are not excuses not to pay for the time you had it in your possession. "If the item is in your possession; you are paying for it". Weekend rates are from Friday at 4:00 pm until Monday at 10:00 am for a 1 day rate.
2. All rentals must be returned in the same condition as they where rented and packed as they were when picked up or delivered. Failure to do so will result in clean up fees and waiting time fees during pick up.
3. Any loss of rental equipment or components of a rental due to loss, damage or theft is the responsibility of the renter. The renter is responsible for the replacement and or repair cost of the item and half the rental time of such item or items.
4. The return of rentals back to the Set Shop is the responsibility of the renter not ours. **We do not pre-arrange pick up times or dates as we can not possibly guess the outcome of your project.** When a rental is ready for pick up please be sure to call as early as you can to schedule your pick up. If you do not you will be charged rental days until the rental comes back to the Set Shop. The previous three conditions apply to all pick ups.
5. All cubes, flats, doors, windows or shapes rented must be returned in the same color and condition as rented. Failure to do so will also incur in paint fees and or clean up fees. Any of these items returned broken, with holes, wallpaper, plaster or any other material that is not removable will be replaced at full cost by the renter. Condition 3 applies. We will charge you for the replacement cost of a new unit plus half the rental time. Any other materials must be removed by the renter prior to returning the equipment or you will be charged clean up fees.
6. Our rental cubes were built as display fixtures, not as furniture. Using any of our props to sit, stand or pose people on is not advisable by us. Do so if you must at your own risk. The Set Shop is not liable for any damage that may occur from such miss-use.

I have read and agree with the above conditions:

Signature X _____

Date: _____

**PLEASE FAX BACK TO 212-229-9600.
YOUR RENTAL WILL NOT BE PROCESSED WITHOUT THIS SHEET**

Item Verification

Rental Items needed:

Briefly describe the items, quantity and duration in days of the items being rented.

1 _____	Qty _____	Days? _____
2 _____	Qty _____	Days? _____
3 _____	Qty _____	Days? _____
4 _____	Qty _____	Days? _____
5 _____	Qty _____	Days? _____
6 _____	Qty _____	Days? _____
7 _____	Qty _____	Days? _____
8 _____	Qty _____	Days? _____
9 _____	Qty _____	Days? _____
10 _____	Qty _____	Days? _____
11 _____	Qty _____	Days? _____
12 _____	Qty _____	Days? _____