



FROM THE SOURCE

RENTAL AGREEMENT: PRODUCTION

From the Source (FTSNY) is a wonderful resource for set designers, stagers, stylists and event planners. If you would like to use our products for an event, we are happy to rent out most of our available collection. The Rental Fee minimum is \$500, as we are unable to accommodate smaller orders.

We require the following percentage of the retail price for the number of days our items will be rented. Pick-up and drop-off days are included, so if you are picking up an item on Friday and returning it on Monday, it counts as four (4) days, and we will charge 35% of the retail price for the item(s).

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
25%	30%	30%	35%	40%	45%	50%

In order to secure a rental, the lessee must sign and date this document and return it with the related FTSNY Estimate and completed credit card authorization form (which will be kept on file). All paperwork must be submitted to FTSNY 48 hours prior to pickup date. Once these documents have been received, the order is non-refundable.

As a security measure, the total retail value will be secured by credit card as per shown on Sales Order but only the actual rental fee and taxes/delivery rates will be charged at that time. Provided the items are returned on time and in good condition, only the agreed upon rental fees will be charged to the lessee. If the items are returned and appear damaged or incomplete, a review will take place and the lessee will incur charges. Such fees will be charged immediately to the card on file. The lessee is responsible for the following:

Delivery and Return Delivery costs (determined by FTSNY customer service) are to be determined prior to rental. All deliveries must be scheduled seven (7) days prior to rental.

Rental pick-ups and drop-offs are from FTSNY Warehouse location only and orders must be confirmed within 48 hours prior to pick up.

Cost of repair is determined by FTSNY Management and is non-negotiable. If items are returned in a non-repairable condition, full retail value will be processed.

A completed credit card authorization form is required to secure the rental.

Securing FTSNY items in a dry and safe location at all times throughout the rental period.

Guaranteeing that no alterations of any kind are made to FTSNY items throughout the rental period.

Noting any damages, marks, scratches, cracks, dents or otherwise noticeable flawed condition of items at the time of pick-up or delivery so as not to incur repair costs.

Ensuring that all rented items are returned prior to 4:00pm at our Warehouse location on the scheduled return date. If an attempt to return items is made after either of our locations is closed, the lessee will be charged according to the chart above, not based on the agreed-upon return date.



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The Lessee and any employees or associates use FTSNY items at their own risk and must indemnify and hold harmless Liform/FTSNY from any and all claims, losses, damages, liens, liabilities, injuries, lawsuits and other proceedings or any other expenses asserted against or suffered by said persons or entities resulting from or arising out of any negligence, misconduct or non-compliance with any items rented or applicable laws, ordinances, codes or permit requirements.

Delivery or pick-up of items will indicate that the lessee accepts the above terms.

FTSNY Rental fees are non-refundable; please plan accordingly.

Total Rental Fee

Total Hold Amount

Sales Order No.

Lessee Print Name

Lessee Signature

Manager Signature

Date