

From the Source is a wonderful resource for set designers, stagers, stylists and event planners. If you would like to use some of our items, we are happy to rent out most of our available collection. The Rental Fee minimum is \$500; 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 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%

Rentals of more than 7 days can be arranged if necessary.

In order to secure a rental, the lessee must sign and date this document and return it with a filled-out credit card authorization form or other means of payment. Please include your billing address, the address where the items will be located throughout the rental and two telephone numbers, in addition to any relevant contact information.

Items will not be released until rental payment is made in full.

As a security measure, the total retail value will be secured by credit card, but only the actual rental fee + 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 items are returned and appear damaged or incomplete, a review will take place and the lessee will incur charges accordingly.

The lessee is responsible for the following:

- 1) Delivery costs (determined by FTS customer service) or pick-up and drop-off costs, which are to be determined prior to rental. Are you returning items to Greenpoint or Chelsea - with permission from the visual merchandiser only, and at approximately what time?
- 2) Cost of repair (determined by FTS sales staff) or replacement (full-retail value of goods).
- 3) Securing FTS items in a dry and safe location at all times throughout the rental period.
- 4) Guaranteeing that no alterations of any kind are made to FTS items throughout the rental period.
- 5) 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.
- 6) Ensuring that all rented items are returned prior to 5pm at Chelsea and 4pm at Greenpoint on the scheduled return date. Please be mindful of this as our Chelsea location closes at 7pm and our Greenpoint location closes at 6pm. 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.

The Lessee and any employees or associates use FTS items at their own risk and must indemnify and hold harmless Liform/FTS 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.

Changes to the order after signing will result in a 10% restocking fee.

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

X _____

 Lessee Signature (required) Date

Invoice # _____ Sales associate _____

Please fax to 718 532 1673