



Now Prop It Up Agreement

This document sets forth the agreement between Now Prop It Up (“Event Company”) and _____ (“Customer”). The specific deliveries, statement of work and costs for the engagement are described in Exhibit A of the agreement attached.

Event Schedule

Date: _____ Event Address: _____

Day of contact phone number: _____

Two-hour delivery time frame: _____

Two-hour pickup time frame: _____

Location

Venue name: _____

Home

Park

Stairs (additional fee will apply)

If the Set-Up/Labor Fee is paid for, and drivers are not able to access venue/freight elevator upon delivery, then the Set-Up/Labor Fee will not be refunded.

Additional fees will apply for difficult access (Stairs, No Freight Elevator, etc.).

If drivers arrive to the event during the requested timeframe written in the contract, and are unable to obtain Now Prop It Up’s property, client must pay an additional \$120 fee for next day pick up.

*Please note: Prices are for day rentals only. The cut off time is 1AM. An additional fee will apply for day before delivery offered after 5PM. Next Day Pick Up offered before 12PM.

Customer Initials _____



Now Prop It Up Responsibility

Now Prop It Up will continue to strive and provide great customer service and to be on time to each and every event. Now Prop It Up will provide quality prop rentals in the best conditions. We try to have the best quality Props available, but due to wear and tear over time, it is recommended to see the props in person before making a payment.

Customer Responsibility

Customer will provide access to the venue for two hours before the event start time and two hours for pick up after the conclusion of the event to allow Now Prop It Up to set up and to remove prop rentals and decorations. Access must include vehicle parking near the venue entrance.

An additional \$120 fee will be applied to your order if you need our drivers to arrive at an exact time.

Any events that are rescheduled due to unforeseen weather conditions will receive full credit for a future order with a \$50 rebooking fee. Please give 2 weeks prior notice when rescheduling your date.

Customer will provide adequate electrical power to meet the needs for any prop rentals or equipment.

Customer will pay for refunded props, If props are rented the following day and drivers can not access location to obtain props.

Prop Rentals & Decorations

All props, furniture, and decorations Now Prop It Up provides are daily rentals for the agreed-upon time, and Now Prop It Up will remove them at the conclusion of the event unless agreed otherwise.

Customer Initials _____



Changes to Order

STORE CREDIT. NO REFUNDS AFTER ORDER.

Customer is obligated for the first 24 hours to change orders. After the first 24 hours, changes are not allowed.

Customer may add items to the order, subject to the same terms. Customer acknowledges that any changes to order after the first 24 hours are subject to store credit and will be held on file for 1 full calendar year from when the original order was placed.

Liability

Customer is responsible in providing a one day insurance if venue requires.

Customer is responsible for the safety and reliability of the event venue and its furnishings. Customer is also responsible for any injury, loss, or damage to Now Prop It Up employees or equipment resulting from the conduct of event attendees and of staff not employed by Now Prop It Up

Payments & Security Deposit

100% of the prop rental amount is required to secure your event date unless agreed otherwise. If the customer cancels the order more than 24 hours after confirmation, Now Prop It Up will retain the deposit & customer is subject to store credit and will be held on file for 1 full calendar year from when the original order was placed.

Credit card authorization form must be filled out for each event for security purposes for any damaged or loss prop rentals.

Customer Initials _____



Damage and Loss

In the event that equipment provided by Now Prop It Up is damaged or lost due to the actions of event attendees or of staff not employed by Now Prop It Up Customer agrees to pay for all repair or replacement up to the full value of the lost or damaged items, including shipping and handling.

Please be advised, any damage to Props will result in fees being charged for loss/ damage.

Now Prop It Up can not control the weather. This damage includes, but; not limited to the following:

- Damage caused by Wind / Water / Extreme heat or cold
- Damage from moving props that are to remain stationary

Damage or loss will be assessed as soon as possible after the conclusion of the event. All visible damage will be photographed on-site whenever possible.

Now Prop It Up will provide a documented damage/loss report with costs included within 3 days after the event. Customer must pay for the damage or loss upon receipt for the Now Prop It Up report.

Now Prop It Up has the right to refuse business to anyone.

Privacy Disclosure Notice

Any information collected from our users will not be sold, shared, or rented to others in ways different from what is disclosed in this privacy statement.

Customer Initials _____



Agreement Acceptance

To accept this agreement, please sign below and deliver the signed document along with your deposit to:

nowpropitup@gmail.com

Now Prop It Up

Atlanta, Georgia

Accepted by:

Client Signature _____ Date _____

Printed Name _____

Title and Company (if applicable) _____

Street Address 1 _____

Street Address 2 _____

City, State, Zip Code _____

Accepted By:

Now Prop It Up

Signature _____ Date _____

Customer Initials _____



Now Prop It Up Credit Card Authorization Form

In order for us to process your order, all of the information below must be completed. Please be sure to email all of the documents. We accept VISA, Mastercard, American Express, and Discover Card.

Credit Card Information

Name on the card: _____

Billing Street Address: _____

Credit Card #: _____

Billing Zip Code: _____

Card Type: Visa Mastercard Amex Discover Expiration

Date: _____ / _____

Verification Code: _____

- The verification code for Visa, Mastercard, and Discover, are the 3 digits located on the back of your credit card. For American Express, the verification code is the 4 digits located on the front of your card.

Driver's License Number: _____

State Issued: _____

Expiration Date: _____

Signature _____

I authorize Now Prop It Up to use this credit card payment for purchases, rentals, additional time, late charges, and/or loss & damage charges incurred. Deposits (if any) will be run as a "hold" of the funds denoted. I understand that even though I may return items early, my credit card company may not release the funds for up to (10) days. Any information collected from our users will not be sold, shared, or rented to others in ways different from what is disclosed in this privacy statement.

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Customer Initials _____