

MARK YOUR ITEM LOCATIONS

While this is typically used for tents, these instructions apply to any rental equipment that is greater than 400 square feet in size (tents, inflatables, dance floors, flooring, stages, other). Depending on the type of equipment you select you will need anywhere from 30' or more of "free air space" above ground level where it is going to be set. Tents are usually about 20-ft high and you need 10 or more feet from any overhead obstacles. Your location needs to be free of electric, cable and phone lines. Low hanging trees may be a problem. Buried lines and sprinklers need to be located and marked with utility flags or marking paint. There needs to be an "exclusion zone" around all sides of the equipment to meet fire code and safety requirements. No vehicles, buildings or other structures can be in this area. A pole tent needs a 20-ft exclusion zone while frame tents and other equipment can be as little as 10-ft provided it is blocked off so no vehicles get closer. Frame tents under 400 square feet (20x20 or 10x40 max) can be placed even closer to a building if they can be built away from the structure and then moved closer by hand. Smaller "tunnel, connector or joining" tents are often used to connect a building to a larger tent. A typical tent crew does not have enough people to manually move a frame tent, so you must provide 1 person per side pole to help move it (up to 8). This may require lifting 50-lbs. per person but usually takes just a few minutes. **YOU MUST PROVIDE A SITEMAP** to your Amerevent warehouse at least 10-days before your event, showing the tent location and all utility and building locations. A Google-Earth map with items drawn in is usually fine).

Public and private underground utilities **MUST BE MARKED**. Get this done at least 7-days in advance (and not more than 2-weeks). Call your State's "One Call" office for this. Private utilities (sprinkler systems, wiring etc.) must be marked by you. Remember you are responsible for any damages that occur on your event site and for the cost of any repairs - no matter who causes them, even when unintentional negligence.

YOU MUST EXACTLY MARK the 4 corners where any tent or item 400 SF or greater in size is to be installed with marking flags or paint so there is no confusion about its placement or position with other objects. Your placement markings must maintain an **EXCLUSION ZONE** described above from any other buildings, trees, vehicles, wires, or objects. Always have a representative on site at delivery to confirm your order is correct and show the installation crew where items will be placed. Remember, you may have only **ONE PERSON** communicate with the crew, too many chefs spoil the stew.

