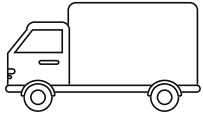


Party Perfect

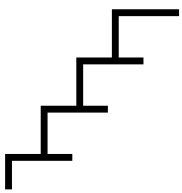
SPECIAL EVENT RENTALS

Delivery Guide



delivery information

- Your delivery & pickup schedule will be finalized **3 days before your event**. Delivery is typically scheduled for **Thursday or Friday** & pickup for **Monday or Tuesday**.
- If you require **a specific day or time** for delivery or pickup, we are happy to accommodate, however this **must be arranged 3 weeks in advance** & there will be an additional fee for this service.
- 2 weeks prior to your event, you will receive a pre-delivery questionnaire asking about any delivery restrictions. Please fill this out!



delivery & pickup considerations

We need to be aware of any obstacles that may affect delivery, such as:

- Stairs or steep driveways
- Low-hanging branches
- Entry signs or narrow access points (we use tall trucks)

If you let us know in advance, we can prepare appropriately, otherwise, additional labor costs may be incurred.

delivery & pickup considerations

For most of our rental items, it is expected that you or a pre-arranged member of your vendor team will handle the setup & breakdown.

However, ****PARTY PERFECT**** will handle the setup and teardown of specific items, including:

- TENTING
- FARM TABLES
- DANCE FLOORS
- LIGHTING
- FANS
- STAGES
- HEATERS
- WINE BARRELS
- BARS/SHELVING

add-on setup & breakdown

If you would like ****PARTY PERFECT**** to assist with setting up or tearing down other items such as:

- TABLES
- CHAIRS (FOLDING OR STACKING)
- LINENS

We can certainly do that! Please note that this service must be arranged at least 3 weeks in advance & there is an additional fee.

pick up instructions

To avoid additional charges for labor, we kindly ask that the following items are prepared for pickup in the specified manner:

- **FOLDING CHAIRS**: Fold & stack in groups of 25(GARDENS) or 50 (VINYLs) on chair skids.
- **STACKING CHAIRS**: Remove the cushions & place them in the provided bins, re-cover each chair & re-stack 7 chairs high.
- **BANQUET TABLES**: Fold & stack the tables.
- **CHINA**: Scrape any leftover food & return the china to the provided racks.
- **GLASSWARE**: No need to rinse, but please place the glasses back in their respective racks.
- **LINENS**: Place all linens in the provided mesh bags.



CONTACT OUR EXPERT TEAM FOR MORE!

PARTYPERFECT.COM | 804.359.2400 | RICHMOND, VA