



Thank you for your interest in renting from Kino Flo Lighting Systems. In order to start the process of your rental order, the following documents need to be signed and e-mailed to our rental agent Walter Mejia at wmejia@kinoflo.com or to rentals@kinoflo.com.

- ✓ Rental Procedures & Billing
- ✓ Rental Shipping Policy
- ✓ Credit Card Authorization Form
- ✓ Customer Account Information Form

In addition, you will need to provide the following through your insurance broker.

Insurance Certificate with the following:

- \$1,000,000 General Liability
- Naming Kino Flo as an Additional Insured & Loss Payee

Please be advised of the following:

- There is a \$50.00 minimum charge for each rental order placed
- If the order is cancelled after it has been confirmed, there will be a 20% restocking fee.
- All first time orders are processed on a COD basis and customer may pay via Visa, MasterCard, American Express or Company Check. Cash payments and personal checks are not accepted at this time.
- All orders are subject to availability. We will not hold an order without a PO or verbal confirmation and a confirmed rental pick up date.

Thank you for your business and cooperation.

Kino Flo Rental Department



KINO FLO RENTAL PROCEDURES & BILLING

Lighting Systems

This letter is to explain the procedures set forth to ensure the smooth handling of rental orders and billing and to minimize the need for revisiting complete rental orders and invoices.

All rental orders made with Kino Flo will require a Purchase Order number emailed before the order is to be prepared. This is to secure rental equipment at a pre-designated rental price quoted to you and to guarantee the validity of a Purchase Order number. If an order is cancelled after it has been confirmed it will be subject to a 20% restocking fee.

Our rental agents will confirm correct start rent dates for all rental orders with your agents. This will ensure correct billing and reduce the need for crediting after weekly billing has begun. Please understand that once a start rent date is confirmed by your rental agents, there will be no credits given after the start period has been invoiced.

If a long-term production has a hiatus period, the hiatus dates must be given before the period is invoiced. Please understand that if the hiatus dates are given after the period is invoiced, it cannot be credited.

To alleviate any unnecessary crediting after billing for a show has closed, our rental agents will verify the stop rental dates with your agents before submitting a final billing invoice to the accounting department. A "Preview Invoice" will be emailed to your agent so that they may review the rental charges before the actual invoice is processed. Once the stop rent dates are confirmed by your agents, the rental order will be considered closed and cannot be credited.

For any loss and damage items that have already been billed, there will be a thirty (30) day period to return equipment Kino Flo for a credit. If it is returned to Kino Flo more than thirty days after the rental order is closed, it will not be accepted and a credit cannot be issued.

An understanding of these procedures will guarantee an efficient handling of future rental orders and alleviate any billing problems due to communication breakdowns from both parties. If you have any questions, feel free to contact the rental agent at (818) 767-6528.

Sincerely,

Walter Mejia
Rental Agent

I have read and understand this document _____

Date _____



1. All rental orders shipped outside of Los Angeles by air or by surface must be a minimum of a two-day rental period. Any such shipments returned early for any reason will accrue a minimum two-day rental charge.
2. All shipments made outside of Los Angeles by air or by surface, at Renter's request, will be shipped freight collect. Freight charges can also be invoiced separately, (with an approved credit account). The renter will be responsible for all incurred costs including: transportation, taxes, duties, broker's fees, bonds, insurance, and any other charges incurred in transit.
3. Kino Flo is not responsible for any loss, damage, or inconvenience due to shipping, handling or late delivery.
4. All returning rental equipment must be shipped prepaid.
5. Kino Flo is not obligated to hold rental invoicing on returning orders delayed in customs or by renter's shipping company. Daily and weekly rental will continue to accrue for any such delayed order. **Initial** _____
6. All rental contracts will remain open until all rental equipment is received. In the event of any loss and damage, the rental contract will remain open until all loss and damage can be billed and invoiced. **Initial** _____

Third-Party Drop Shipments:

- ❖ By having rental equipment "Drop-Shipped" to a third party or directly to a specific job site, the renter assumes any and all responsibilities for rental charges, loss and damage, transportation charges and proper return of all rental equipment back to the Kino Flo loading dock.
- ❖ By accepting a Drop-Shipment, the renter will not be able to inspect the equipment. The renter agrees to confirm with the client that all rental items are received in good working order within 24 hours of the client's receipt of the rental equipment.
- ❖ As with all orders, Kino Flo will inspect all rental equipment before its departure from our warehouse to confirm the equipment is in good working order. Kino Flo will also do its best to ensure the order is complete and delivered in a timely manner.
- ❖ Any discrepancies or damage must be reported by the renter to Kino Flo within 24 hours of the client's receipt of the rental equipment. After 24 hours, any and all rental contracts will be considered delivered completed.
- ❖ The renter is solely responsible for the return of all rental equipment in good working order to the Kino Flo loading dock.
- ❖ Kino Flo does not currently charge a Drop-Shipment fee. Kino Flo does, however, reserve the right to charge a Drop fee in the future with a 30-day advance written notice.

This signature certifies that I have read, understood and hereby agree to the terms outlined above.

Print Name: _____ Signature: _____

Company Name: _____ Date: _____



KINO FLO
Lighting Systems

CREDIT CARD AUTHORIZATION

This letter authorizes the Kino Flo rental department to charge my credit card (referenced below) for any current rental order I choose. In addition, any extended rental charges and/or L&D charges incurred on my Kino Flo account may be charged to my credit card (referenced below).

Visa MasterCard American Express

- ❖ Credit Card #: _____
- ❖ Expiration Date: _____ Security Code: _____
- ❖ Cardholder Name: _____
- ❖ Billing Address: _____
- ❖ _____
- ❖ Cardholder Phone Number: _____
- ❖ Cardholder Signature: _____

E-mail completed form to:

Attn: Rental Department

wmejia@kinoflo.com

or

rentals@kinoflo.com