

Policies & Guidelines

Your adherence to these guidelines is necessary to enable Kino Flo to keep the student program active. Donation requests must be emailed by 3:00 P.M. on the Wednesday prior to your pick up date. If student documentation is received after this time, it will be processed at a non-discounted rate.

The following items must be emailed to wmejia@kinoflo.com or rentals@kinoflo.com:

- Name, home address, and home phone number (include cell and email if applicable) of person responsible for equipment
- Credit Card Authorization form. **Credit card must be in your name, no exceptions.**
- Project Title (SHOW NAME)
- A detailed equipment "WISH LIST" (Reference the "Student Donation Equipment Order Form" and be sure to include **CLEAR PICK UP** and **RETURN DATES**.)
- A letter from your school confirming your student status and authorization to use the school's insurance policy.

***PLEASE READ AND INITIAL ALL THREE REQUIRED SPACES.**

If document is not signed and initialed properly, it will not be processed.

◆ PICK UP AND RETURN POLICY

Kino Flo cases are up to 5 ½ ft long. Please make sure your pick up vehicle can accommodate.

Pick up time must be scheduled between the hours of 10:00 A.M. and 3:00 P.M. **Thursday or Friday Only.** All orders are due back **prior to noon the following Monday.** Orders not returned on this date will be charged 50% off our 2-day week rental rate. Any order not picked up on the pre-designated pick-up date will be considered CANCELLED and will no longer be available. Please make sure that all concerned parties on your project are aware of our policies and guidelines. **You may not pick up for another student.** You are responsible for any missing or damaged items. Missing items may be returned within 24 HOURS. Replacement costs for damaged items will be collected at time of Check-In. All equipment has been tested before shipping. Due to insurance regulations no additional testing is permitted. **Any equipment failure must be reported within 24 hours.**

INITIAL _____

◆ FEES

- A non-refundable \$75 processing fee is due at time of pick-up.
- Kino Flo accepts Visa, MasterCard, and American Express. Kino Flo does not accept personal checks or cash.
- Changes made to an order at time of pick up will result in additional charges. Only the primary student listed on the Kino Flo rental order may make changes to the order.

INITIAL _____

❖ Once fees have been collected, no credits can be issued. By initialing below, you agree that all transactions are final, and any changes in usage time or equipment will need to be made prior to pick up.

INITIAL _____

Although Kino Flo may be unable to accommodate all requests, we are proud to continue our support by offering a 50% discount when our equipment is in short supply. Please make sure all forms listed above are included with your email and filled out completely and correctly. Incomplete forms will delay the processing of your order. If there are any questions regarding our donation program or your lighting needs, feel free to contact the rental department.

BY SIGNING BELOW, I ACKNOWLEDGE AND AGREE TO FOLLOW THE POLICIES AND GUIDELINES SET FORTH BY KINO FLO:

Signature: _____ Print Name: _____ Date: _____

Each donation project is allowed a \$400/day (pre-tax) maximum based at 1-day rental rate.
All equipment subject to availability.

Equipment	Value	Rental
Celeb 250C	\$3250.00	\$90.00
Celeb 450C	\$5560.00	\$125.00
Celeb 450Q	\$5665.00	\$125.00
Celeb 850C	\$8395.00	\$200.00
Diva-Lite 21C LED	\$2350.00	\$80.00
Diva-Lite 31C LED	\$2675.00	\$95.00
FreeStyle Mini	\$2450.00	\$50.00
FreeStyle 21	\$3760.00	\$125.00
FreeStyle 31	\$3935.00	\$125.00
FreeStyle 41	\$3935.00	\$125.00
FreeStyle T21	\$2095.00	\$50.00
FreeStyle T41	\$2185.00	\$50.00
FreeStyle T22	\$2760.00	\$80.00
FreeStyle T42	\$2945.00	\$80.00
FreeStyle T24	\$3360.00	\$100.00
FreeStyle T44	\$3715.00	\$100.00
Image L40	\$3650.00	\$100.00
Image L80	\$5155.00	\$150.00



Equipment	Quantity	Equipment	Quantity
Celeb 250C	_____	FreeStyle 41	_____
Celeb 450C	_____	FreeStyle T21	_____
Celeb 450Q	_____	FreeStyle T41	_____
Celeb 850C	_____	FreeStyle T22	_____
Diva-Lite 21C LED	_____	FreeStyle T42	_____
Diva-Lite 31C LED	_____	FreeStyle T24	_____
FreeStyle Mini	_____	FreeStyle T44	_____
FreeStyle 21	_____	Image L40	_____
FreeStyle 31	_____	Image L80	_____

Pick up Date: _____

Return Date: _____

Additional Notes / Request:

PLEASE NOTE:

- * All donations are subject to availability.
- * Changes made will require a new order form to be filled out prior to pick up.
- * The length of a Kino Flo shipping case can be up to 5 ½ feet long (for vehicle accommodations). Please plan for sufficient transportation for pick up.

Contact the Rental Department for a price quote and for Insurance and School Requirements.



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 student donation/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: _____
- ❖ School Name: _____
- ❖ Pick Up Date: _____
- ❖ Return Date: _____
- ❖ Authorized Driver's Name: _____
- ❖ Driver's Cell #: _____

Please note: Credit card must be in your name, no exceptions.

Email completed form to:

Attn: Rental Department
wmejia@kinoflo.com
or
rentals@kinoflo.com