



3511 Pinemont Dr. Suite B-4, Houston, TX 77018 (713) 993-6311

LABOR & DELIVERY FEE INFORMATION

Standard Delivery Hours

Monday-Friday(9am-4pm) Saturday & Sunday(closed)

Work Outside of Delivery Hours

If you need services before or after Prime Tent & Event Services standard delivery hours, or on Saturday & Sunday's additional charges will apply. Pricing for work outside of delivery hours are priced on a job-by-job basis. Services requested before or after standard hours of operations must allow a 30-minute window from the stated time on the contract. Please contact your Prime Tent & Event Services Event Consultant for a detailed quote.

Narrowed Delivery Window Rates

The quoted Delivery Fees below only apply for a Standard Open Delivery Window during Prime Tent & Event Services delivery days. Please see our standard delivery hours on page 2.

*We can accommodate narrowed windows for additional fees as outlined below:

4-hour Window 1.5 x the Base Fee

3-hour Window 2.0 x the Base Fee

2-hour Window 2.5 x the Base Fee

1-hour Window 3.0 x the Base Fee

Rental Setup/Strike Fees

- Folding Chairs & Bar Stools-\$1.00
- Folding Table & Cocktail Tables-\$2.00

Prime Tent & Event Services will not set up, breakdown, or relocate a renter's personal furniture or items.

A 20% Production Fee will apply to Tents, Tent Accessories, Dance Floors, Sub Floors, Stages, Carpet, Vinyl and Turf.

**All policies and fees are subject to change* Last Updated 4/2024*



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Additional Fees Will Apply If the Following Conditions are Present

- We are asked to transport items more than 50' from the truck to the drop location.
- We are asked to transport items more than 3 stairs or up steep hills or grades.
- We are asked to use a shared, small, or difficult to access elevator.

If any of these circumstances exist at a delivery site, the renter shall be charged \$25 per team member for a 15-to-30-minute delay and a \$35 per team member for a 31-to-60-minute delay. *Please be respectful of our team's time and do not ask them to perform services that are not included in the rental agreement.*

A "RELOCATION" fee (equal to 50% of the installed items (Tent, Stage, Dance Floor, Pipe & Drape, or items with added set up) rental will apply if the onsite contact did not make him/herself available, or if we're asked to move an item once it has been placed in accordance with the diagram or instructions provided.

Once we've completed our work and left the site. PRIME TENT & EVENT SERVICES WILL NOT RETURN TO THE SITE TO MOVE A TENT, STAGE, DANCE FLOOR, OR PIPE & DRPE, unless our delivery schedule allows. If this circumstance occurs, and we agree to the relocation, a 150% DELIVERY CHARGE AND A \$35.00 PER HOUR PER TEAM MEMBER RELOCATION FEE WILL BE ASSESSED AND COLLECTED, VIA CREDIT CARD, IN ADVANCE.)

Extended Rental Rates

Rental Items may be kept up to (3) rental days without extended rental fees. As Prime Tent & Event Services is closed to pickup/returns on Saturday & Sundays, these 2 days shall count as (1) rental day. No price deduction will be given for rental periods shorter than (3) rental days.

4 Day Rental	1.5 x the Rental Rate
5 Day Rental	2.0 x the Rental Rate
6-10 Day Rental	3.0 x the Rental Rate
11-21 Day Rental	4.0 x the Rental Rate

Extended Tent Rental Tate

Tent rental is calculated on a weekly basis. Extended tent rental rates shall be charged at a weekly rate for each additional week or day over a week.

2 Week Rental 60% of First Week Rate

3 Week Rental 60% of First Week Rate

4 Week Rental 60% of First Week Rate