

May 19, 2017



### Premiere Events Open House Policy

While we are always honored to support our clients and industry friends, our ability to offer donated products and services is limited. Effective January 1, 2017, Premiere will donate, with 60 days advance written notice, support for up to One Open House (OH) event per year; up to \$1000, not to exceed 10% of the Previous Year's Annual Revenue. All Open House donations are limited to Premiere Events' product that is in-stock and available for the requested day.

(OH) rental items will ONLY be delivered Monday - Friday during standard work hours. Delivery is unavailable, except under special circumstances and with pre-approval, in April, May and October. Standard delivery fees will apply, and after hours' support, and additional fees for work outside of the standard work day must be paid by the requesting client. Setup support may be provided, but labor fees will apply. Tabletop OH requests totaling less than \$500 can be picked up at one of our Premiere Showrooms.

Any exceptions to the policy will be considered on a case-by-case basis. (OH) support is limited to Power Network members. Visit <http://premiereeventsonline.com/power-network/> to join.

Client has the option of paying a 20% damage waiver, which shall be refunded if no loss of or damage to Premiere Event's property occurs. Alternatively, client may pre-authorize Premiere to apply the full replacement cost, including shipping, of any lost or damaged Premiere Events inventory. If Client declines the damage waiver, credit card pre- authorization must be granted prior to the Premiere's approval of Open House Support.

Apply 20% Refundable Damage Waiver                      OR                       Decline Damage Waiver\*

\*By declining Damage Waiver, you are pre-authorizing PE to change your Credit Card for full replacement cost of any lost or damaged inventory

Last Four Digits of Credit Card Placed on File: \_\_\_\_\_ Client Signature X \_\_\_\_\_

### Open House Support Application

Open House Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue / Location: \_\_\_\_\_ Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Photographer: \_\_\_\_\_

Check ALL that Apply:

Premiere Events is Listed / Will be Listed as a Preferred Vendor at this Venue.

The Venue Currently Has / Will Execute a Loyalty Agreement with Premiere Events.

Premiere Events must be granted full and unrestricted access to all Open House Photographs.

Please List Requested Rental Items:

Please submit all inquiries [Brooke@premiereeventsonline.com](mailto:Brooke@premiereeventsonline.com). Thank you!