



Drop Rental Request Form



Contact Person: _____ Contact Phone Number: _____

Ship-To Address: _____ City: _____ State: _____ Zip: _____

Contact Email: _____

Credit Card: _____ Exp. Date: _____

SHOW DATES:

- ◆ Move-in Date- _____
- ◆ Opening Date- _____
- ◆ Closing Date- _____

CYT office use only-
SHIP BY: _____
RETURN BY: _____

DROPS REQUESTED

(Drop # and description)

2nd CHOICE

(Drop#)

3rd CHOICE

(Drop#)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Customer Signature

Date

BACKDROP RENTAL AGREEMENT

1. This is a contract of rental only and not of sale.
2. A security deposit may be assessed by the rental agent based on the value of the drops rented.
3. The renter agrees that all drops rented are *as is* and will be returned in the same or better condition than when received. Any modifications must have prior approval of the CCT Production Coordinator. Charges will be assessed for any unapproved modifications. **DO NOT TAPE OR PIN THE DROP IN ANY WAY** and report all damages.
4. The renter is ultimately responsible for lost, stolen or damaged objects, and is obliged to repair, replace, or pay replacement costs. This includes the ties and drop bags that the backdrops are shipped in. A \$30 fee will be charged for missing drop bags.
5. Renter has **FIVE** business days from show closing date to return all backdrops. In the event a renter fails to return said items at the agreed time, the rental agent will charge a **late fee in the amount 30% of the weekly rental charge** per day, per drop.
6. The rental agent is not responsible for accidents or injuries related directly or indirectly to the use of the rented items.
7. All drops are painted on Fire Retardant muslin, but flame certificates are not available. If your fire marshal requires FR documentation, we recommend renting through another source.

BACKDROP RENTAL SPECIAL INSTRUCTIONS:

CCT/CYT backdrops are in high demand. We do our best to satisfy the needs of our local CYT, national CYT and our rental clients. **All rentals are secondary to CCT/CYT San Diego productions.** In the event that a backdrop you have requested is needed for a CYT production, we will make our best attempt to give you a minimum of TWO week's notice to either pick a new backdrop from our catalog or make other arrangements.

Any drop rental request must be submitted, in writing, to the CCT/CYT Production office c/o Julie Lorenz. You are welcome to fax to 610.588.4384 or email to jlorenz@cctcyt.org at least two weeks prior to move-in.

CYT office use only **Rental Fees:** _____ # drops x \$ _____ /drop = _____ + _____ Shipping = **TOTAL:** _____

CCT/CYT 1545 Pioneer Way, El Cajon, CA 92020 rentals@cctcyt.org

Phone: 800.696.1929 or 619.588.0206 FAX: 619.588.4384