

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 faxed to Kino Flo at (818) 252-0290 or e-mailed to our rental agent Walter Mejia at wmejia@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 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

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 faxed 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 prepared 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 faxed 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: _____



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

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

Fax or e-mail completed form to:

Attn: Rental Department
818.252.0290
wmejia@kinoflo.com



COD ACCOUNT INFORMATION

Date: _____
Account # _____

KINO FLO Lighting Systems

COMPANY INFORMATION

Company Name: _____ Business Type: _____

Billing Address: _____

City _____ State: _____ ZipCode: _____

Phone #: _____ Fax #: _____ E-mail: _____

Accounts Payable: _____ Controller: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

E-Mail: _____ E-Mail: _____

Note: If purchasing/renting on a resale basis, please submit a completed CALIFORNIA RESALE CERTIFICATE with your application.

Purchases/Rentals Taxable: Yes No Resale Permit#: _____

PRINCIPALS/OFFICERS

Name: _____ Title: _____

Home Address: _____ Phone: _____

Name: _____ Title: _____

Home Address: _____ Phone: _____

Name: _____ Title: _____

Home Address: _____ Phone: _____

Confirmation of Information Accuracy And Release of Authority to Verify

The undersigned, for purposes of procuring and establishing an account with Kino Flo Inc. (referred to herein as "Supplier") and to induce Supplier to permit above named Applicant information (referred to herein as "Applicant") to become indebted to Supplier for purchase of goods, material, and/or services, furnishes the above business and credit information. The Applicant agrees to pay for all items delivered to or at the request of Applicant on a COD basis or within five (5) days from date of Supplier invoice for Lost and Damaged or Extended Rental charges. Applicant acknowledges that all past due invoices are subject to a service fee at the maximum legal rate but not to exceed 1.5% per month (18% annually).

The undersigned, jointly and individually, certifies that all information in this customer account information form is complete, factual, and correct, and understands that Supplier will rely on the accuracy of this information for any credit that may be extended. Supplier is hereby expressly authorized to contact any parties listed herein and to verify any information contained in the Customer Account Information form. The undersigned hereby waives any privacy of credit information rights or regulations.

If any representations made on the form prove to be untrue, the undersigned agrees that all obligations of Applicant to, or held by, Supplier shall immediately become due and fully payable without demand of notice. The undersigned hereby acknowledges the receipt of a copy of the Form.

Authorized Signature

Printed Name and Title

Date

REV 5.15