

## Policies & Guidelines

Your adherence to these guidelines is necessary to enable Kino Flo to keep the student program active. Donation requests must be faxed 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](mailto:wmejia@kinoflo.com) or faxed to (818) 252-0290:

- Name, home address, and home phone number (include cell and fax numbers 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** and **LAMP TYPES**.
- 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 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 limited space 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 fax 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 INC.:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Each donation project is allowed a \$400/day (pre-tax) maximum based on the rental rate column.

**All equipment subject to availability**

<b>Equipment</b>	<b>Value</b>	<b>Rental</b>
Freestyle 31	\$3,185	\$125.00
Freeystle 21	\$3,085	\$125.00
Select 30 LED	\$1,345	\$100.00
Select 20 LED	\$1,245	\$100.00
Diva-Lite LED 30 DMX	\$2,595	\$100.00
Diva-Lite LED 20 DMX	\$2,395	\$80.00
Celeb 850 DMX	\$9,995	\$250.00
Celeb 450Q DMX	\$5,095	\$150.00
Celeb 450C DMX	\$4,995	\$150.00
Celeb 250 DMX	\$2,895	\$100.00
Celeb 401Q DMX	\$5,095	\$125.00
Celeb 401 DMX	\$4,995	\$125.00
Celeb 201 DMX	\$2,895	\$80.00
Single Select/Ve System (4ft or 2ft)	\$625	\$15.00
Double Select/Ve System (4ft or 2ft)	\$870	\$30.00
4Bank Select/Ve System (4ft or 2ft)	\$1,295	\$60.00
Mega Single System (6ft or 8ft)	\$915	\$25.00
Mega Double System (6ft or 8ft)	\$1,345	\$50.00
Mega 4Bank System (6ft or 8ft)	\$1,865	\$75.00
Image 47 DMX	\$1,550	\$65.00
Image 87 DMX	\$2,295	\$100.00
VistaBeam 310	\$2,650	\$50.00
VistaBeam 610	\$4,250	\$100.00
Parabeam 210	\$1,295	\$50.00
Parabeam 410	\$1,795	\$75.00

Equipment	Quantity	Equipment	Quantity
Freestyle 31	_____	Celeb 850 DMX	_____
Freestyle 21	_____	Celeb 450Q DMX	_____
Select 30 LED	_____	Celeb 450 DMX	_____
Select 20 LED	_____	Celeb 250 DMX	_____
Diva-Lite LED 20 DMX	_____	Celeb 401Q DMX	_____
Diva-Lite LED 30 DMX	_____	Celeb 401 DMX	_____
		Celeb 201 DMX	_____

Pick-up Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Equipment	Quantity	Lamp Size	Color Temperature
Single Select System	_____	2ft___ 4ft___ 6ft___ 8ft___	KF32___ KF55___
Double Select System	_____	2ft___ 4ft___ 6ft___ 8ft___	KF32___ KF55___
4Bank Select System	_____	2ft___ 4ft___ 6ft___ 8ft___	KF32___ KF55___

Choose unit type			
Image Series	_____	47 _____ 87 _____	KF32___ KF55___
Vistabeam Series	_____	310 _____ 610 _____	KF32___ KF55___
ParaBeam 210	_____	55 Watt Kino Compact	Includes KF32 & KF55
ParaBeam 410	_____	55 Watt Kino Compact	Includes KF32 & KF55

**Additional Notes / Requests:**

**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.



# 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 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.

**Fax or e-mail completed form to:**

Attn: Rental Department

818.252.0290

wmejia@kinoflo.com