

	moving equipment from blowers and setup considerations. There is an 80% up time warranty and downtime of 30+ minutes on a 4-hour event is to be expected.
	You agree to mark any buried utilities less than 3 feet deep that may be within 20-feet of any equipment being set up.
	You have downloaded rules signage for EACH RIDE and a waiver sign for each entrance location. You may want to have attendees sign a general waiver form. (See: www.TheEventLine.info).
	You understand you are responsible for any permits and inspections needed for your event. Events open to the public often need permits. Contact your local city or county permits department
	You understand NO EQUIPMENT may be used until the EI EVENT LEAD has performed its safety check beforehand. Also NO EQUIPMENT may be used unless a trained person of at least 16-years of age monitors it.
	Your monitoring labor must arrive at least 30-minutes prior to your event start time for training. Others need to arrive before the time shown on the equipment list and contract.
	You have at least one unused 20-amp 120 VAC circuit within 100-feet of each location where a ride will be set-up OR you have ordered enough generators (as shown on your equipment list) to handle your needs. MANY BUILDINGS WILL NOT HAVE ADEQUATE POWER circuits for rides.
	You have or reserved (as shown on your equipment list) enough cords and power distribution to handle your needs.
	DO YOU WANT TO ADD GENERATORS OR POWER DISTRIBUTION? Cost is TYPICALLY \$100 per generator and cord set. One 15KW generator needed for 8-10 blowers, 1-2 blowers per inflatable depending upon size. INDICATE # WANTED HERE: _____. (Equipment is not reserved until a new contract is signed and payment made.)
	You understand you must provide ALL FUEL AND OIL for the generators you rent. 7 KW, 40 KW and 150 KW units are diesel. 5KW and 15 KW units are unleaded gas.
	You understand you must provide ALL BATTERIES for any battery operated equipment you rent. This includes any portable wireless equipment including games, electronics, sound equipment and lighting.
	You have provided the exact location where you want your equipment delivered by emailing a map (such as from http://maps.yahoo.com) to SLW@TheEventLine.com (for St. Louis region events) or KCW@TheEventLine.com (for Kansas City region events) and you have disclosed any entrance requirements that must be met to avoid delays. (Entrance requirements must be disclosed 10+ days in advance or additional fees will be incurred).
EMERGENCY CONTACTS AND INSURANCE	
	Have you given your EI EVENT LEAD an emergency contact number where you can be reached anytime on the event date in case of a problem? Please list here: _____
	Do you have your EI EVENT LEAD's emergency contact number where you can reach him anytime on the event date in case of a problem? Please list here: _____
	Unfortunately events sometimes attract people who make false or inflated claims in order to gain payments for alleged injuries. 1. Do you understand that you MUST have either a waiver printed on each ticket and/or clearly posted at each entrance? 2. Do you understand ALL CLAIMS and ALL CALLS FOR EMERGENCY ASSISTANCE must be reported immediately to the EI EVENT LEAD? **NOTE: Failure to do either of these tasks makes YOU responsible for all liabilities. IT IS HIGHLY ADVISED you have a waiver signed by each person (or parent/guardian for children under 18). Waiver forms can be downloaded from: www.TheEventLine.info .
	If you do not have at least \$1,000,000 in liability insurance you MUST be added to EI's policy and pay the \$50 fee. This policy is for catastrophic coverage and has a \$5,000 per incident deductible you are responsible for. If you are uninsured, your organization and the contract signer personally are responsible for paying all claims, damages and legal costs incurred by ANY party. Do you wish to be listed as an ADDITIONAL INSURED on EI's \$1,000,000/\$2,000,000 aggr liability policy? INDICATE YES HERE: _____. This must be submitted at least a week in advance. A fee applies per event and is based upon the event size and equipment used. You are responsible for the \$5,000 deductible. A copy of the standard Certificate of Insurance can be downloaded from: www.TheEventLine.info .

EVENT HOST: You have agreed to complete this checklist in your contract. This will eliminate most common errors and misunderstandings and avoid upsets. Please return this form by email to: EUC@TheEventLine.com or fax to the toll-free fax number listed on www.TheEventLine.com more than 10-days before your event. Please contact your EVENT LEAD if find you have additional needs. The Event Planners may be able to assist somewhat, but do will not be at your event and are not the best people to speak to regarding it. The assigned EVENT LEAD if responsible for the delivery of your event.