



## **Self Pick Up & Transportation**

### **Charger Plates:**

- Plates must be stacked no more than 4 plates per box.
- No more than 3 boxes high when stacking for storage or transportation. (Due to the weight of the glass, Plates will break if stacked in larger quantities than suggested)
- Each Charger Must have Foam placement between each plate to prevent chipping.
- Plates must be wiped off (No food, decorations, or beverages) can be on plates when Stored in Boxes

### **Vases:**

- All Vases must be individually Wrapped
- Vases must be placed in original carrying Boxes
- Do no combine Different Vase styles in the same carrying box

### **Chandeliers:**

- Chandeliers must be untangled and placed in LAY FLAT boxes with crystals untethered to metal wiring.
- Lighting must be removed before storing

### **Chiavari Chairs:**

- Chairs must be stacked no higher than 6 chairs when transporting in Trucks or Trailers.
- Chairs must be stacked no higher than 8 chairs when storing in Facility
- Chairs can only be hauled in closed in trailers.
- All stacks of Chairs must be covered with Chair Transportation Covers (1 Cover per Stack)

### **Equipment Needed for Self Pick Up:**

- Chair Dolly (Standard 2 Wheel Dolly)
  - Can be rented from K'LA Boutique & Events if previously arranged. \$8 Per Dolly Rental
- Moving Blankets/ Furniture Pads (Provided)

### **Suggested Trailer Sizing:**

120 Chairs:	6x12'	Trailer
40 Chairs:	4x8'	Trailer
200 Chairs:	7x16'	Trailer
250 Chairs:	20'	Boxed Truck or Trailer
300 Chairs:	24'	Boxed Truck or Trailer
350 Chairs:	26'	Boxed Truck

**NON-SELF PICK UP ITEMS INCLUDE:**

- **WOOD ARCH**
- **DANCE FLOOR**
- **CEILING & HEADTABLE BACKDROP FABRIC AND FRAMES**

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

RENTAL DATE REQUESTED: \_\_\_\_\_ RENTAL ITEMS: \_\_\_\_\_

Pick Up Date Requested: \_\_\_\_\_ Drop Off Date Requested: \_\_\_\_\_

- ALL DROP OFF AND PICK UPS MUST BE **ARRANGED** BETWEEN 10AM-3PM EST  
MONDAY- FRIDAY.

\* PICK UP DATE & TIMES ARE SUBJECT TO APPROVAL WITH K'LA BOUTIQUE & EVENTS