



# AMERICAN EVENT GROUP EVENT ORDER (EO) #

THIS EVENT ORDER ("EO") PREPARED, SIGNED & DELIVERED AT AEG NATIONAL SALES OFFICE IN MADISON COUNTY, ILLINOIS.

**EVENT ORDER (EO) REQUIREMENTS**

<input checked="" type="checkbox"/>	RENTAL ONLY, NO DESIGN SERVICES
<input checked="" type="checkbox"/>	INSTALLATION SERVICES INCLUDED
<input checked="" type="checkbox"/>	USER PROVIDING LABOR PER TABLE-L
<input type="checkbox"/>	FULL EVENT MANAGEMENT BY AEG
<input type="checkbox"/>	SELECT A-GRADE ORDER (AS LISTED)
<input checked="" type="checkbox"/>	GENERATOR/POWER DIST NEEDED
<input checked="" type="checkbox"/>	MINIMUM ORDER @ \$500

THIS IS REVISION #0 AND EXPIRES: 07/07/20 OR WHEN AN UPDATE IS PROCESSED.

USER: \_\_\_\_\_ SIGNOR: \_\_\_\_\_  
 USER AGENT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CSZ: , NA YOUR CUSTOMER # IS: 0  
 PHONE: \_\_\_\_\_ USER EMAIL: \_\_\_\_\_  
 EVENT ADDRESS: \_\_\_\_\_ CELLPHONE CONTACT # \_\_\_\_\_  
 MILES TO ESITE \_\_\_\_\_

**ADDITIONAL AGREEMENT POINTS.** Items listed in SECTION AAP shall dominate over all other provisions herein, including those of similar or conflicting subject matter.

USER agrees to contract's DUE DILIGENCE to assure correct items have been selected, reviewed and ordered and all event site and timing needs are met. USER agrees they are solely responsible for their choice, placement, use and maintenance of RENTALS while rented. STANDARD PAYMENT TERMS are 100% due upon signing with a time payment option of 25% down with order, 50% 60-days before event and the balance 20-days before event provided payments are automated so no reminder is necessary. You have refused insurance and waivers so will be responsible for any loss should any occur.

**RENTALS**

SALES TAXABLE PORTION:	
NON-SALES TAXABLE PORTION:	
ERROR OFFSETS & CREDITS BOOKING REQUIRED BEFORE:	07/07/20

**RENTALS TOTAL:**

**WAREHOUSE NOTES:**  
(NOT AGREEMENT POINTS)

**OTHER**

SETUP/TAKEDOWN:	
OPERATORS, TECHNICIANS & ENTERTAINERS:	LABOR
TRAVEL WAGES & PER DIEM:	
DELIVERY CHARGES (PAID TO TRANSPORT COMPANY):	VENDOR DIRECT PAYMENTS
MECHANICAL RIDES:	
INSURANCE/WAIVER UNDERWRITING & SPECIAL SERVICES:	VENDOR DIRECT PAYMENTS:
AEG SUPERVISER LABOR:	
BOOKING SERVICE FEE:	
PURCHASES, XTRAS, MINIMUMS, SERVICE ALLOWANCES & OTHER:	

**THE USER (CUSTOMER) SIGNS BELOW TO CONTRACT THIS ORDER**

**EVENT ORDER AGREEMENT ("EO") SIGNATURE**

**EVENT LABOR TABLE**

TABLE-L	AEG LABOR		USER LABOR	
	LABOR	TEMP	LABOR	TEMP
OPERATOR:	0	0	0	0
SETUP/TAKEDOWN:	0	0	0	0
EST TOTAL HRS:	0	0	0	0
EST ONSITE HRS (SETUP):	0.8	(TAKEDOWN): 0.5		
EST DELIVERY HRS (0.0001):	PULL/PREP: 0	RESTOCK: 0		

For value received in the preparation of this Event Order ("EO"), I the undersigned as myself and authorized representative of USER confirm receipt of, agree to and execute this order and its standard T/CS, procedures and POLICIES as they may change from time to time change as given at <http://terms.amerevent.com> and incorporated herein by reference (altogether the "EO"). I affirm all are now binding and further agree to the following: (a) EO shall be postponed or cancelled only by FORM-CC or end of term; (b) each RENTAL, LABOR or DELIVERY item is separate with no cause of action one upon the other; (c) I have ordered the correct items; I have viewed items, I have done all DUE DILIGENCE and all that I expect is as listed in the EO; (d) I waive individual confirmations and other considerations, submit and execute this EO at AEG SERVICE CENTER in Madison County, IL and therein lies venue and jurisdiction; (e) that hand written, verbal, unauthorized or other understandings are not binding; (f) the EO NDA applies; (g) that unpaid waivers and insurance are refused; (h) that all payments are authorized and not reversible or refundable except by POLICY-DRP or otherwise given in the EO; (i) the EO payment terms, deposits and grace periods and that my initial payment is due on signing; (j) that time is of the essence and (k) without all of the aforementioned the PARTIES would not have entering into this EO Agreement.

**RENTALS TAXABLE PORTION:**

**SALES TAXABLE PORTION:**

**NON-SALES TAXABLE PORTION:**

**ERROR OFFSETS & CREDITS BOOKING REQUIRED BEFORE:** 07/07/20

**FOR DELIVERY CONTACTS VISIT:** [HTTP://ENOTE-AMEREVENT.COM](http://enote.amerevent.com)

**SIGNATURE:** (ORIGINAL ONLY, NOT FACSIMILE) \_\_\_\_\_  
**BY:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_

**TO CONTRACT:** \_\_\_\_\_  
 OR IF DIFFERENT AS PRINTED BELOW:

**YOUR BOTTOM LINE COST IS:**  
 PLUS SALES TAX. THERE ARE NO "ADD-ON" OR "EXTRA" FEES. COSTS ARE CAREFULLY DETAILED SO YOUR SALES TAX IS MINIMIZED. VENDORS MAY ADD THESE INTO OTHER CHARGES SO YOU DO NOT KNOW THEM.

**EVENT ORDER TOTAL:** \_\_\_\_\_

\*PLUS, SALES TAX: \$0  
 A CREDIT CARD OR REFUNDABLE \$0 IS PLACED ON FILE IN CASE OF DAMAGES

**120% PRICE GUARANTEE.** Send any competitive quote to: [MATCH@AMEREVENT.COM](mailto:MATCH@AMEREVENT.COM)

**TO CONTRACT, GO TO:** [HTTP://BOOK-AMEREVENT.COM](http://BOOK-AMEREVENT.COM)

**DELIVERY CONFIRMATION**  
 USER OR USER AGENT SIGN BELOW UPON ORDER DELIVERY (THIS IS NOT FOR CONTRACTING!)  
 EQUIPMENT MAY NOT BE TAKEN OR SETUP UNTIL CONFIRMED DELIVERED. SETUP IS A SEPARATE TAS (SIGN UPON DELIVERY!) I, as an authorized representative of USER as given in the EO, CONFIRM receipt of all items herein, including as listed in ONSITE ADDS and all order updates except as listed in ERRORS & OMISSIONS (right).

**PER DIEM COSTS FOR DELIVERY AND ONSITE LABOR**

PER PERSON:	HOTEL	MEAL	OTHER
\$0	\$0	\$0	\$0

**STOP! DELIVERY CONFIRMATION ONLY (NOT FOR CONTRACTING)**

**SIGNATURE:** \_\_\_\_\_  
**BY:** \_\_\_\_\_  
**PRINTED NAME:** \_\_\_\_\_

OR IF DIFFERENT AS PRINTED BELOW:

**CONFIRM DELIVERY:** \_\_\_\_\_  
**SIGN HERE TO:** \_\_\_\_\_

**ONSITE ADDS**

**ERRORS & OMISSIONS**

**REVISION DATE:** 07/20/19

**ESTIMATED TIMING TABLE (SUBJECT TO CHANGE PER TERMS) BEFORE 10A OR AFTER 9P REQUIRES OT COST LINE ITEM LISTED & PAID.**

**INITIAL ACCESS TO EVENT SITE:** \_\_\_\_\_

**ESTIMATED SETUP START:** \_\_\_\_\_

**TURN-OVER TIME (RENTAL START):** \_\_\_\_\_

**RENTAL END TIME (EVENT END):** \_\_\_\_\_

**RETRIEVAL ESTIMATED START:** \_\_\_\_\_

**RETRIEVAL END ON OR BEFORE:** \_\_\_\_\_

**(DO NOT SEND PAYMENTS TO WAREHOUSE! SEE YOUR INVOICE FOR ADDRESS.)**  
 FOR SALES, CONTRACT OR PAYMENT QUESTIONS, YOUR 1ST CONTACT IS: Deray Jackson, (P:) 314-255-2882 x1. (E:) events@amerevent.com  
 Your Delivery Warehouse is: 3901 Union Blvd., Suite 135/235, St. Louis, MO 63115, (E:) SLW@amerevent.com, (P:) 618-593-8900; USE WEEK OF EVENT ONLY