



**RENT**  
**REDUCE**  
**REUSE**  
**RECYCLE**  
**CLASSIC**  
PARTY RENTALS®

Classic Party Rentals

Sustainable  
Applications for a  
Viable  
Environment  
Initiative



Dear Colleagues and Friends,

On behalf of Classic Party Rentals, and our nationwide network of event rental specialists, we are excited to present the first edition of our **Sustainable Applications for a Viable Environment (SAVE) Guide**. On the following pages, we offer an approach to reducing the environmental impact of your event. The steps outlined in this guide include an overview of green products available through the Classic Party Rentals network, as well as tips on how to save time and money while reducing your 'event footprint.' The five steps to greening your event rental order include:

- STEP 1: GREEN RENTAL PRODUCTS**
- STEP 2: GREEN 'FOR SALE' PRODUCTS**
- STEP 3: TIPS FOR GREENING YOUR RENTAL ORDER**
- STEP 4: MANAGING EVENT WASTE**
- STEP 5: WHAT WE CAN DO TOGETHER**

This guide is part of an effort by Classic Party Rentals' SAVE Team to research, recommend, and implement company-wide programs to minimize our impact on the environment. Our SAVE programs include:

- ◆ Develop best-in-industry "green events" for clients;
- ◆ Reduce, Reuse, and Recycle all solid waste materials possible;
- ◆ Reduce energy, fuel, natural gas and water consumption;
- ◆ Develop a sustainable purchasing program;
- ◆ Ensure proper air and hazardous waste disposal at all facilities; and
- ◆ Apply strict CA air quality standards at paint booths nationwide

While event **rentals are inherently green**, we are going one-step further. We have made a commitment to creating 'environmentally friendly' events for clients, ensuring healthy and safe work environments for our employees, and being civic leaders in the communities in which we operate. In addition, we are committed to leading the industry in environmental awareness and sustainable business practices.

We hope you find the SAVE Guide useful and welcome your feedback and ideas for inclusion in future editions.

Sincerely,

John Campanelli

Clayton Frech

President and CEO  
Classic Party Rentals

VP, Sustainability and Operations  
Classic Party Rentals  
Office: 310-966-4916  
Email: [cfrech@classicpartyrentals.com](mailto:cfrech@classicpartyrentals.com)  
SAVE Team: [sustainability@classicpartyrentals.com](mailto:sustainability@classicpartyrentals.com)

For more information about Classic's effort to green the event rental industry, visit

[WWW.CLASSICPARTYRENTALS.COM/SAVE](http://WWW.CLASSICPARTYRENTALS.COM/SAVE)

EFF. 09/08

## STEP 1: GREEN RENTAL PRODUCTS

Classic Party Rentals has sourced a number of sustainably manufactured products and is searching for additional high quality, sustainable, rental products to add to our inventory. The following products are available at all Classic Party Rentals locations, although shipping and order lead-time may vary.

### CARPET: SUSTAINABLE

#### About the Product:

- ◆ Made using high-quality Invista™ Nylon 6, 6-cf
- ◆ Contain patented soil and stain protection products for durability

#### Environmental Benefits:

- ◆ Manufactured in a “Climate Neutral” facility
- ◆ Has an average of 10% post consumer recycled content
- ◆ Certified to SCS (Sustainable Choice Carpet) program’s NSF-140 Draft Standard



Intersect 30 Carpet Tiles

### CARPET: RECYCLED

#### About the Product:

- ◆ Available in 20 vibrant colors
- ◆ Superior to lower grades of synthetic fibers due to the use of P.E.T. (polyethylene terephthalate) resins from beverage bottles

#### Environmental Benefits:

- ◆ Made from 100% recycled plastic containers
- ◆ Non-toxic dyes are used for color
- ◆ Manufactured without the use of any glues or adhesives



Interplay Plush Carpet Tiles



Sample recycled carpet colors

### CARPET: NATURAL FIBERS: SISAL

#### About the Product:

- ◆ Elegant, neutral-colored floor covering
- ◆ Sisal can be woven with other textiles, such as wool or sea grass, to give the combined benefits of both fibers

#### Environmental Benefits:

- ◆ Sisal carpets are completely biodegradable
- ◆ Naturally stain resistant and does not require any chemical treatments
- ◆ Made from the Agave Sisalana Cactus that is commonly harvested in Africa and Brazil
- ◆ Note: Environmental costs of transportation may limit availability beyond West Coast



Sisal Carpet

### CARPET: NATURAL FIBERS: SEA GRASS

#### About the Product:

- ◆ Coarse-weave, neutral-colored floor covering
- ◆ Carpet is resilient and hides dirt well
- ◆ Sea Grass can be adhered directly to the sub-floor or fitted onto an underlay

#### Environmental Benefits:

- ◆ Sea Grass carpets are completely biodegradable
- ◆ Following traditional use, the fiber is almost never dyed
- ◆ Made from the fibers of sea grasses commonly harvested from South Asia
- ◆ Note: Environmental costs of transportation may limit availability beyond West Coast



Sea Grass Carpet

## STEP 1: GREEN RENTAL PRODUCTS, CONT.

### TABLETOP: NATURAL FIBER LINENS

#### About the Product:

- ◆ Natural fabrics include organic cotton, hemp, silk, and linen
- ◆ Available in a wide range of natural tone colors
- ◆ Consult your local Classic salesperson for local market options
- ◆ Remember, the greenest option is to rent linen that is already manufactured

#### Environmental Benefits:

- ◆ Non-toxic dyes are typically used on natural fiber linens
- ◆ Organic cotton is harvested without the use of pesticides
- ◆ All natural fabrics are made without the use of petroleum based materials



Natural Linen



Natural cotton can be dyed in a multitude of colors



Riven Red and Blue Platter

### TABLETOP: SERVING PLATTERS

#### About the Product:

- ◆ These beautiful serving platters come in the following sizes:
  - 11 1/2" Square Riven Red and Blue
  - 14" Organics Glass Plate
  - 18 1/8" x 11" Oval Divided Platter
  - 15 3/4" Square Multi Level Platter

#### Environmental Benefits:

- ◆ The manufacturer is the only tabletop manufacturer in the hospitality industry to achieve ISO 14001, the latest standard for environmental management
- ◆ The manufacturer recycles 90% of all scrap and waste

### FOODSERVICE: BAMBOO CUTTING BOARDS

#### About the Product:

- ◆ Available in two sizes, 12" X 18" and 14" X 20"
- ◆ Resist deep cuts but are easy on knives
- ◆ Block odor and bacteria as it absorbs less moisture
- ◆ Other bamboo products may be available in your market as well
- ◆ NOTE: Bamboo products are not suitable for dishwashers. Wipe with damp cloth to clean – do not immerse in water. Rub with mineral/vegetable oil to avoid drying

#### Environmental Benefits:

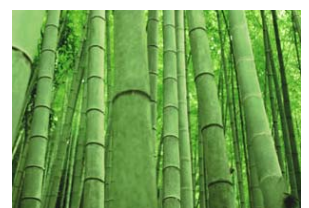
- ◆ Bamboo grass is a sustainable grass that grows 12 Meters every 3 years
- ◆ Harvesting does not require replanting and makes the plant healthier



Organics Glass Plate



Bamboo Cutting Board



Bamboo Stand

## STEP 1: GREEN RENTAL PRODUCTS, CONT.

### LIGHTING: LED & FLORESCENT

#### About the Product (LED):

- ◆ The Light Emitting Diode (LED) light is extremely powerful and requires significantly less energy than traditional lighting (50W)
- ◆ Outdoor rated, it has over 11,000 color combinations without the use of gels
- ◆ It provides precise light distribution and consistent luminance
- ◆ The LED light weighs only 10 lbs and does not heat up like traditional lighting

#### About the Product (Florescent)

- ◆ Kino Flo florescent lights are designed for use on red (and green!) carpets, step and repeat screens, and in applications where skin tone is critical
- ◆ Florescent lights are good for photography as they reduce/eliminate shadows

#### Environmental Benefits:

- ◆ LED lighting uses 90% less energy, reduces transport costs due to its size and weight, and minimizes hazardous waste due to the long lasting bulbs
- ◆ Florescent lights use less power than conventional systems
- ◆ Classic Party Rentals recycles used light bulbs and lighting equipment



LED  
Light



Florescent Lighting  
(also available with 1 bulb)



Biodiesel Fuel is available  
in many Classic markets

### POWER: BIODIESEL GENERATORS

#### About the Product:

- ◆ Biodiesel fuel is made from the combination of organic oils such as soybean or canola oil (or other waste vegetable oils) with petroleum diesel
- ◆ Fuel mixture ranges from B5 to B100; meaning 5% to 100% of the fuel is organic
- ◆ Classic has vendors in many markets that can provide biodiesel fuel

#### Environmental Benefits/Costs:

- ◆ Biodiesel using waste oils is preferred to those using food stocks due to the negative impact of demand on global food prices
- ◆ Generally, biodiesel burns much cleaner than other fuel, reducing air pollution
- ◆ Biodiesel fuel does not produce as much power, releases nitrous oxide, is less fuel-efficient than regular diesel, and may have challenges in cold weather
- ◆ While the future of biodiesel is uncertain, its popularity will likely increase as we look for renewable energy sources and strive to reduce our dependence on foreign oil



Cardboard recycle box

### RECYCLING RECEPTACLES FOR EVENT WASTE

Classic is committed to helping you manage your event waste. Classic offers rental and sale receptacles for collecting event solid and food waste.



Velon covered trash can

## STEP 2: GREEN 'FOR SALE' PRODUCTS

The products below are made from biodegradable, compostable, or recycled materials. These products are available at all Classic locations. Shipping costs and order lead-time may vary by location.

### BIODEGRADABLE: BAMBOO PLATES AND UTENSILS

#### About the Product:

- ◆ These single-use bamboo products are available in the following sizes:
  - ◇ 10" Dinner Plate Round
  - ◇ 10" Dinner Plate Square (Exclusive to Classic!)
  - ◇ 7" Dessert/Salad Plate Round
  - ◇ 7" Plate Square (Exclusive to Classic!)
  - ◇ 2 ½" Mini Round Sauce Plate
  - ◇ Knife/Fork/Spoon
  - ◇ Bowl
- ◆ Note: these products are not dishwasher or microwave safe



Square Plates – Exclusive to Classic Party Rentals!

#### Environmental Benefits:

- ◆ 100% organically grown Bamboo grass grows 12 Meters every 3 years
- ◆ Harvesting does not require replanting and makes the plant healthier
- ◆ Contain no bleaches or dyes
- ◆ Biodegradable in 4-6 months



Bamboo Utensils

### BIODEGRADABLE: CORNSTARCH UTENSILS

#### About the Product:

- ◆ Available in translucent white color
- ◆ Safe with cold foods and hot foods up to 104 F
- ◆ Made from cornstarch and are extremely durable

#### Environmental Benefits:

- ◆ Made from Poly Lactic Acid (PLA), a starched-based material made from corn
- ◆ Biodegradable in approximately 90 days



Biodegradable Corn Starch Cutlery

### COMPOSTABLE: COLD CUPS

#### About the Product:

- ◆ These corn starch tumblers are available in 12 oz. and 9 oz. sizes
- ◆ Available in unmarked clear or clear w/ "100% Compostable" green stripe
- ◆ Rolled rim for drinking comfort

#### Environmental Benefits:

- ◆ 100% compostable in approx. 45 days in commercial composting facilities



Compostable Cold Cups  
9 oz. & 12 oz.



Eco-Hot Cups  
8oz, 12oz, 16 oz

### COMPOSTABLE: ECO HOT CUPS WITH LIDS

#### About the Product:

- ◆ Eco Hot Cups are available in 8 oz., 12 oz. or 16 oz.
- ◆ Lids are available in either black or white
- ◆ They also can be ordered with coffee sleeve

#### Environmental Benefits:

- ◆ 100% compostable in approx. 45 days in commercial composting facilities



Coffee Lids and Sleeves  
are sold separately

## STEP 2: GREEN 'FOR SALE' PRODUCTS, CONT.

### POST CONSUMER RECYCLED MATERIAL: HOT CUPS – AIR CUP

**About the Product:**

- ◆ The Air Insulation Revolution (AIR) Cup has a double wall and features unmatched heat barrier function, enhanced tightness, and superb printing
- ◆ This cup serves as a thermos and does not require a coffee sleeve

**Environmental Benefits:**

- ◆ The AIR Cup is made from 42 % Post Consumer Recycled Material



Hot Air Cups

### BIODEGRADABLE: TRASH CAN LINERS

**About the Product:**

- ◆ These are 45-gallon liners measuring 40" X 46"

**Environmental Benefits:**

- ◆ Compostable and biodegradable
- ◆ Comply with ASTM D6400 specifications for compostable plastic



Biodegradable Trash Liners

### GREEN COOKING: CHAFER FUEL

**About the Product:**

- ◆ Spill resistant and non-flammable
- ◆ Clean and odorless burn
- ◆ Dual temp: 4 hr cooker/6 hr warmer
- ◆ Easy to relight for multiple uses
- ◆ Consistent burn for entire burn time
- ◆ Easy to handle and safe to ship
- ◆ Long burn time = lower cost / heating hr

**Environmental Benefits:**

- ◆ 100% biodegradable and inert material
- ◆ Re-use eliminates unburned fuel waste
- ◆ Unlimited shelf life – never spoils
- ◆ Lowest CO2 emissions of any fuel type
- ◆ Recyclable can, lid, label, and fiber
- ◆ Manufactured in a low waste, high energy and water efficiency facility



Eco-Fuel

## STEP 3: TIPS FOR GREENING YOUR RENTAL ORDER

Below are tips to help green your rental order from tent top to tabletop!

### → TIPS: TENTING AND STRUCTURE

#### Product Selection:

- ◆ Consider weather, time of day, number of attendees, and other factors when determining canopy type - clear canopies let light & heat in during the day and white canopies help keep events cool & shaded
- ◆ Classic re-uses tent liners and recycles velon

#### Product Handling:

- ◆ Ensure the tent canopy and walls are tight to help reduce escaping air
- ◆ Use re-usable tent pins instead of nails



White Canopy Tent

### → TIPS: GROUNDCOVER

#### Product Selection:

- ◆ Consider using our sustainable carpet and turf options (See Step 1)
- ◆ Consider using standard colors, which will be easier to re-rent in the future
- ◆ We are happy to accommodate you if custom colors are required
- ◆ Consider building a sub-floor if carpet or turf may get wet due to rain or drainage issues, as this will help protect the carpet and ensure future uses
- ◆ Classic Party Rentals recycles old carpet/turf where facilities exist

#### Product Handling:

- ◆ Minimize need for cutting groundcover by working with your salesperson to plan and diagram your groundcover requirements



Cleartop Tent



Groundcover

### → TIPS: SUB-FLOOR

#### Product Selection:

- ◆ Consider using re-usable flooring product
- ◆ Wood sourced from a sustainable vendor is a reasonable option
- ◆ Avoid pressure-treated sub-floor due to the chemical and biocide content
- ◆ If you use a plywood sub-floor, Classic will re-use and recycle the wood



Sub-Flooring

### → TIPS: POWER, HEATING, AIR-CONDITIONING

#### Product Selection:

- ◆ Design your event to minimize the need for power and HVAC
- ◆ Consider weather, time of day, number of attendees, and other factors
- ◆ Consider using Bio-Diesel fuel for the generators (See Step 1.)

#### Product Handling:

- ◆ Heat or cool your tents only during the hours absolutely necessary
- ◆ Use wind and/or fans to help cool your event and minimize power needs
- ◆ Ensure the tent canopy and walls are installed tight to help reduce escaping air

#### Staffing:

- ◆ Designate staff to turn heating/AC system/generators on and off to minimize power consumption, especially during set-up and pick-up



Air, Heating & Power Units

## STEP 3: TIPS FOR GREENING YOUR RENTAL ORDER, CONT.

### → TIPS: LIGHTING YOUR EVENT

#### Product Selection:

- ◆ Consider using LED and/or florescent lighting options (See Step 1)
- ◆ Use natural light or existing lighting infrastructure to reduce power needs
- ◆ Each event is unique and we recommend hiring a lighting designer to help ensure your environmental and event lighting needs are met

#### Staffing:

- ◆ Designate event staff to turn lights on and off to minimize power consumption



Event Lighting

### → TIPS: KITCHEN AND CATERING EQUIPMENT

#### Product Selection:

- ◆ Use eco-friendly chafer fuel (See Step 2 – Eco-Fuel) and recycle the containers

#### Product Handling:

- ◆ Evaluate ways to re-use wastewater from kitchen

#### Staffing:

- ◆ Designate staff that will turn equipment on and off to minimize power consumption.



Tabletop Oven

### → TIPS: DISHWARE, FLATWARE AND GLASSWARE

#### Product Handling:

- ◆ Scrape and rinse plates on-site to avoid 2nd washing
- ◆ Recycle plastic wrap on glass racks and plate.

#### Planning and Design:

- ◆ Get your order right to reduce 2nd trips

#### Staffing:

- ◆ Hire a Scullery Crew to sort your food waste for composting

#### Other:

- ◆ Donate excess food to local nonprofit organizations



Chafing Dishes



Portable Sink

### → TIPS: LINENS

#### Product Selection:

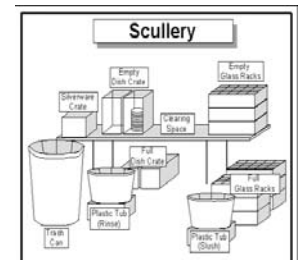
- ◆ If possible, rent inventory that already exists to reduce consumption of resources
- ◆ Consider using natural fiber cloths (see Step 1 – Tabletop: Natural Fiber Linens)

#### Product Handling:

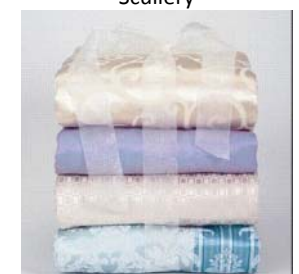
- ◆ Follow care and handling instructions
- ◆ Do not place wet/damp linens in plastic bags due to onset of mildew
- ◆ Return hangers via Hanger Rack or Linen Bag
- ◆ You can also recycle the linen bags

#### Other:

- ◆ Classic uses environmentally friendly laundry detergents and manages water and energy efficiency in the laundry



Scullery



Linens

## STEP 3: TIPS FOR GREENING YOUR RENTAL ORDER, CONT.

### → TIPS: EVENT FURNITURE, TOILETS, AND PROPS

#### Planning and Design:

- ◆ Get the order right the first time to minimize 2nd trips for these heavy, bulky items
- ◆ Use your Classic Event Diagram to outline exact placement of tables, fencing, props, and toilets in order to eliminate the need to move them once placed

#### Other:

- ◆ If you lose or misplace a table, please know that Classic is purchasing new tables made with sustainably harvested wood and finished with non-VOC sealant
- ◆ Classic uses low-VOC paints on chairs in its paint booths, and has shifted towards resin folding chairs to reduce paint requirements and emissions
- ◆ Ensure vendors properly dispose solid and liquid waste



Event Furniture, Tables & Chairs



Fencing



Props



## STEP 4: MANAGING EVENT WASTE

In this section, we explain how, together, we can more effectively manage your event waste. Our goal is to help you recycle or reuse all event waste, including drink containers, paper, food, and whatever else is generated at your event.

In order to do this, we recommend that you have a waste management plan for each event. The plan should include identifying event waste streams, waste collection methods, receptacles, actual waste collection, and waste disposal. We also recommend that you have an on-site waste manager or designated team member to oversee waste management at your event. Contact your local Classic salesperson to discuss how we can help with your waste management plans.

WASTE MANAGEMENT PROCESS		WORKING WITH CLASSIC
1	<b>IDENTIFY EVENT WASTE STREAMS:</b> Understand and document all of the anticipated event waste streams. Waste comes from guests, vendors, activities, on-lookers, etc.	Brainstorm with your Classic Party Rentals Salesperson
2	<b>DEFINE COLLECTION AND DISPOSAL METHODS:</b> Develop a method to collect and dispose of waste and select a waste hauler. Common waste such as paper and cardboard will have well-defined disposal options. Some items may be more challenging. Reuse, sell, or donate if you cannot recycle. Donate unused food and other items to local nonprofits.  Assign responsibilities to team members or vendors for each part of the process. Determine who will collect and separate the waste streams before, during, and after the event.	Ask your Classic Party Rentals Salesperson for potential waste haulers, green venues, and other green partners.  Confirm your overall waste plan with your Classic Party Rentals Salesperson
3	<b>PROCURE COLLECTION RECEPTACLES:</b> Your rental company should be able to provide the appropriate recycling and composting receptacles to handle your waste streams. Avoid buying your own receptacles unless you will get long-term use out of them.	Rent recycling and composting receptacles from Classic Party Rentals if needed.  Request receptacles for rental waste (hangers, plastic wrap, and ect.) from Classic Party Rentals.
4	<b>COLLECT AND SEPARATE WASTE:</b> This role is critical and can be handled by your rental company, caterer, or a third party waste management company. Ensure proper event signage indicates where and what to recycle.	Use Classic Party Rentals' Scullery Crew to collect and separate food waste.  Install event signage to facilitate collections.
5	<b>DISPOSE OF WASTE:</b> A third party waste management company typically handles this role. Close coordination with your venue is often critical.	Discuss local options with your Classic Party Rentals Salesperson.

## **STEP 4: MANAGING EVENT WASTE, CONT.**

Classic is committed to collecting waste generated by your rental products, including hangers, velon, plastic wrap, and plastic bags. Feel free to confirm the waste collection plan with your local salesperson. This service is available at all Classic locations. Please contact your local sales representative for more information.

### **HANGER RE-USE PROGRAM**

*Save the environment one hanger at a time!*

Classic uses over 4 million hangers per year network-wide. We recycle and re-use them in many locations, but would like YOUR help to collect them at all of our events across the country! Together, we can save enough hangers to reach from Miami to Washington, D.C. every year! Here are the simple steps to the **Classic Hanger Re-Use Program**:

- ◆ Request a hanger rack (for linen orders of 25 or more) or extra laundry bag (for linen orders of less than 25) during the sales process
- ◆ Designate a staff member to collect hangers during event set-up
- ◆ Put hangers in hanger rack or laundry bag for pick-up by Classic team
- ◆ Help keep the hangers in good shape - Classic will re-use them in the future



Request a Hanger Rack



### **RECYCLING RECEPTACLES FOR PLASTIC PRODUCTS**

Help us recycle waste from your rental order by requesting containers from your salesperson. Your event staff can collect velon, plastic wrap, and plastic bag waste, as it is generated during your event. Depending on the event size, multiple Gaylord® containers can be ordered for the various types of waste from your rental order.



Gaylord Containers

## STEP 5: WHAT WE CAN DO TOGETHER

### SAVE NATURAL RESOURCES

We can have a substantial impact on the consumption of natural resources such as water, energy, chemicals, and raw materials. A few ways we can effect change including working together to reduce second washings, maintain equipment, and promote rentals over buying/building infrastructure

### REDUCE DISH AND LINEN WASHINGS

#### CLASSIC ROLE

- Pre-soak heavily stained dish and linen items
- Wash only full loads of dish and linen items
- Use high-efficiency water heaters
- Use treated water to reduce water spots on glassware and reduce impact on linens

#### CLIENT ROLE

- Linens – Put soiled linens in linen bag for safekeeping. Do not put linens in plastic bags unless they are 100% dry. Mildew will destroy fabric if linens are wet!
- Dish – Scrape and rinse dishware to avoid heavy stains that require a second wash

### MAINTAIN RENTAL EQUIPMENT IN GOOD WORKING ORDER

#### CLASSIC ROLE

- Clean, test, repair, and prepare all equipment prior to being rented
- Load vehicles and handle equipment to avoid damage during delivery and pick-up
- Sell/recycle/donate equipment that does not meet our quality standards

#### CLIENT ROLE

- Avoid damaging, breaking, or losing equipment during events
- Use Scullery Team to ensure foodservice equipment is accounted for
- Provide event site security if items are in un-secure area

### RENT, DON'T BUY OR BUILD! (AND CUSTOMIZE ONLY WHEN NECESSARY.)

#### CLASSIC ROLE

- Provide creative rental solutions to clients to avoid purchasing or building new equipment and infrastructure

#### CLIENT ROLE

- If you must buy or build something, consider buying used
- In California, [www.ireuse.com](http://www.ireuse.com) is a free service to help find used items
- In New York you can try [www.usedeventstuff.com](http://www.usedeventstuff.com)
- Request custom items (linens, chair covers, and painting chairs unique colors) that will be rentable in the future

## STEP 5: WHAT WE CAN DO TOGETHER, CONT.

### REDUCE TRANSPORTATION REQUIREMENTS

The transportation sector contributes 28% of all carbon dioxide emissions in the United States. At Classic, we are dedicated to reducing our transportation requirements and effectively managing our fleet of vehicles. We also have a pilot bio-diesel program. However, with your help, we can further reduce our consumption of vehicle fuel and carbon dioxide emissions.

### FACTS & FIGURES

A 40 mile round trip in a gasoline Cargo Van = 70 lbs of carbon dioxide\*

A 40 mile round trip in a 18 ft. gasoline Box Truck = 100 lbs of carbon dioxide\*

A 40 mile round trip in a 24 ft. diesel Box Truck = 90 lbs of carbon dioxide\*

\* Calculations based on average vehicle mileage from Penske and an estimate of 19.4 lbs of carbon dioxide per gallon of gasoline consumed from U.S. EPA.



### REDUCE EXTRA TRIPS TO EVENT SITE

#### CLASSIC ROLE

- Enter order correctly and anticipate client needs
- Have a timeline and diagrams for larger jobs
- Load & deliver correct equipment
- Maintain high quality equipment
- Count equipment upon delivery and pick-up with client
- Search thoroughly for shortages on pick-up
- Send crews with appropriate equipment, and tools, and when possible send extra "key items"

#### CLIENT ROLE

- Confirm orders prior to delivery
- Ensure all other partners' needs are included in rental order prior to the event
- Look for creative solutions for event day issues
- Review and resolve shortages upon delivery and pick-up

### ENSURE FUEL EFFICIENCY

#### CLASSIC ROLE

- Promote fuel efficient driving practices
- Minimize idle time with trucks
- Map route for drivers
- Maintain modern, fuel-efficient vehicle fleet

#### CLIENT ROLE

- Schedule vendors to minimize wait and idle time in vehicles
- Be clear re: delivery and pickup locations to reduce driving and waiting time