



Table and Chair Care and Use

DELIVERY AND PICKUP BY EMPLOYEES OF WMEO

1. The standard delivery/pickup charge covers only the delivery of tables in racks and chairs on pallets.
2. Delivery up or down stairs and extended distances may be subject to additional labor charges.
3. It is the renter's responsibility stack tables back in racks and chairs back on pallets at the end of the event.
4. Placing the chairs and tables into position before the event and restacking after the event is available at the standard labor rate per hour per employee.

TABLES AND CHAIRS ARE NOT WEATHERPROOF. Please use the plastic sheets provided if storage outside is needed before and after the event.

TABLE SETUP AND TEARDOWN

1. Remove table from rack and carry table to final position. We recommend that two individuals carry one table for safety and convenience.

Be careful when lifting tables and chairs. Never bend at the waist to lift objects. Bend at the knees and keep back straight. Lift with the muscles in your legs.

DO NOT ROLL ROUND TABLES. DO NOT DRAG TABLES ON THE GROUND OR FLOOR. This will damage the surfaces of the table and result in forfeiture of the security deposit.

2. Place table on side and extend the legs. Make sure that the leg brace is fully extended and the slip-lock is placed securely over the joint.
3. Place the table on its feet on smooth level surface.
4. If needed, table covers may be taped to the underneath surface of the table. We can provide picnic clips to secure table covering in outdoor use.

DO NOT ATTACH TABLE COVERINGS WITH THUMBTRACKS, NAILS, STAPLES OR OTHER OBJECTS THAT WILL PIERCE THE TABLE. This will damage the surfaces of the table and result in forfeiture of the security deposit.

5. Remove all tape, food and beverage stains from the tables before replacing them in their racks.
6. Tables are placed in racks with tops facing each other in pairs. No more than seven round tables may be placed in a single rack. No more than ten rectangular tables may be placed in a single rack.

CHAIR SETUP AND TEARDOWN

1. Remove chairs from their storage pallet. We recommend that a single individual carry no more than two chairs at a time.

Be careful when lifting tables and chairs. Never bend at the waist to lift objects. Bend at the knees and keep back straight. Lift with the muscles in your legs.

2. Place the chair in its final position and open the seat to its fully open position and place on a flat, level surface.
3. Remove all tape, food and beverage stains from the chairs before replacing them on their pallets.

DO NOT STACK CHAIRS ON THE FLOOR OR GROUND. DO NOT DRAG CHAIRS ON THE FLOOR OR GROUND. This will damage their surfaces and result in forfeiture of the security deposit.

4. Replace chairs on the pallets with the back of the chair facing up and the top of the chair positioned on the pallet on the end labeled 'TOP'
5. West Michigan Event Outfitters employee will replace safety straps and tighten.

DO NOT PLACE MORE THAN 50 CHAIRS ON EACH PALLET. This will result in an unsafe condition and may cause injury to you or to WMEO employees.