WHAT TO EXPECT

DELIVERY & PICKUP

HOURS & TIMING

Deliveries and pickups take place between 8 AM and 7 PM. Weekend delivery is available for an additional fee.

PAYMENT & CHANGES

Payment and final changes are due 7 days before delivery. Need a change after that? We will accommodate it based on availability.

GETTING READY

Site access: Share gate codes, hours of operation, or other access details ahead of time. Clear access keeps your delivery on schedule and avoids a return trip fee.

Send us a diagram before delivery for dance floors, risers, and pipe and drape, plus tables and chairs if setup is requested, and we will place everything exactly where you want it. Without a diagram, our crew will place items in the most practical location.

ON DELIVERY DAY

We will neatly stack your equipment in one location within 30 feet of our truck. Need it placed in a specific location or want setup or teardown? Just ask in advance, and we will add it to your order for an additional fee. Please count your items upon arrival and let the delivery crew know if anything is missing or incorrect so we can make it right.

AFTER YOUR EVENT

Before we pick up:

- Gather and count all rentals.
- Scrape and rinse tabletop items, and return them to the racks provided.
- Shake linens free of food and debris, and return them to the bags provided. If the linens are wet, keep the bags open to prevent mildew.

A Classic PARTY RENTAL

Questions? We're Happy To Help.
Office 317-251-7368 · Mon – Fri, 9 AM – 5 PM
Event emergencies only 317-874-3464 · aclassicpartyrental.com