



Community Development Department

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180 – Hearing Impaired: 711

Staff Report To: Redevelopment Authority Citizens Committee

Meeting Date: February 5, 2018

Staff Contact: Lee Plemel, Director (lplemel@carson.org; 283-7075)

Agenda Title: For Possible Action: To make a recommendation to the Redevelopment Authority regarding the expenditure of \$5,000 from the FY 2018 Redevelopment Revolving Fund for the purchase of a special event tent.

Staff Summary: Special event equipment and infrastructure was identified in the Redevelopment Allocation Plan and budgeted in the FY 2018 budget for funding in the amount of \$5,000. The Nevada Cooperative Extension is requesting the funds for a large special event tent for use during the fair at Fuji Park, but the tent will also be available for other events elsewhere and throughout the year. A recommendation is required from the RACC and approval by the Redevelopment Authority and Board of Supervisors is required to authorize the expenditure of the funds.

Proposed Motion: I move to recommend to the Redevelopment Authority approval of the expenditure of \$5,000 from the FY 2018 Redevelopment Revolving Fund for the purchase of a special event tent.

DISCUSSION:

The purchase of tents to support events at Fuji Park as well as downtown has been discussed by RACC and the Redevelopment Authority at various times over the last few years. The Nevada Cooperative Extension is running the Carson City Fair this year and is proposing to purchase a large event tent with the available funds. The tent would be kept by the City for use at other events, likely managed through the Parks and Recreation Department equipment/facility rental system. Currently, tents for event are rented by the event organizer.

Information and bids for the tents are attached.

If you have any questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org.

Attachments:

- A. FY 2018 Redevelopment Allocation Plan

FY 2018 Redevelopment Allocation Plan

Objective/Project/Program	Last Year	(Current) FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5-year Total
E/W Downtown street/alley improvements		\$ 350,000	\$ 200,000	\$ -			\$ 550,000
Special Event equipment/ infrastructure	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
Special event support, street closures	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Façade Improvement Program	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Special Event funding (RACC)	\$ 60,000	\$ 30,000	\$ 25,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 100,000
Arts & Culture Commission/Events		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Utility extension assistance		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Assist with William Street corridor project				\$ 85,000	\$ 300,000		\$ 385,000
East Spear Street/Children's Museum Improvements, Other Street Improvements			\$ -	\$ 200,000	\$ 100,000	\$ 100,000	\$ 400,000
South Carson Street beautification			\$ 200,000				\$ 200,000
Downtown Entry Signs		\$ 30,000					\$ 30,000
Reimagined Space Public Art Program	\$ 10,000						
Blue Line rehabilitation	\$ 26,000						
Roll Forward:							
Total Expenditures:	\$ (341,000)	\$ (585,000)	\$ (600,000)	\$ (480,000)	\$ (590,000)	\$ (285,000)	\$ 2,540,000
Undesignated:	\$ -	\$ 98,788	\$ -	\$ 330,059	\$ 352,697	\$ 983,986	\$ 1,765,530
Ending Fund Balance:			\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	



2665 Columbia Street
 Torrance, CA 90503
 (T) 310-347-3010
 (F) 310-381-0722

QUOTE

Prepayment 0 0
 1/24/2018@ 3:49:17PM

ORDER NUMBER: R228034

REVISION:

QUOTE EXPIRE DATE: 2/23/2018

SOLD TO: NEV895
 University Of Nevada

BILL TO:
 University Of Nevada
 1664 N. Virginia St.
 Reno, NV 89557

SHIP TO:
 University Of Nevada
 TBD
 Carson City, NV 89706

Attn: Lindsay
 (P): 775-857-9055
 (F):
 Email: chichesterl@unce.unr.edu

Attn: Lindsay
 (P): 775-857-9055

Ship VIA: Old Dominion Prepay & Add

ITEM DESCRIPTION	UNIT	CODE	ORDERED	PRICE	AMOUNT
CUSTOMER NO.: NEV895	TERMS: Prepayment	ORDER DATE: 1/24/2018			
P.O. NUMBER:	00645	SALESPERSON: Samantha Dodson			
20x30 1pc Top Only UW Blockout White	EACH	Z211203002-1.00	1	\$1,299.00	\$1,299.00
20x30x8 2" Std Frame Only Includes Ropes, Pins, Qwik Baseplates and Stakes	EACH	Z2122203008-1.00	1	2,671.00	2,671.00
Estimated-Old Dominion Freight		/ZFRT-1.00			409.35
100782874					

NOTE: Payment for prepay orders is required 10 days prior to scheduled ship date (2/13/2018) or at the time of order if <10 days. Orders will be placed on hold if not paid on time.

Net Order: \$4,379.35

Signature: _____ Date: _____
 Please sign for acceptance of this order and return via fax to: (310) 381-0722
 Unless otherwise noted, above pricing valid until: 2/23/2018

Order Total: \$4,379.35
 Less Payments: 0.00
 Order Balance: \$4,379.35

WRITTEN BY: s.dodson
 UPDATED BY: s.dodson

For product specific resources, manuals, diagrams, and maintenance information visit
<http://aztectent.com/resources>



2665 Columbia Street
 Torrance, CA 90503
 (T) 310-347-3010
 (F) 310-381-0722

QUOTE

Prepayment 0 0
 1/24/2018@11:43:28AM

ORDER NUMBER: R228028

REVISION:

QUOTE EXPIRE DATE: 2/23/2018

SOLD TO: NEV895
 University Of Nevada

BILL TO:
 University Of Nevada
 1664 N. Virginia St.
 Reno, NV 89557

SHIP TO:
 University Of Nevada
 TBD
 Carson City, NV 89706

Attn: Lindsay
 (P): (775) 857-9055
 (F):
 Email: chichesterl@unce.unr.edu

Attn: Lindsay
 (P): (775) 857-9055

Ship VIA: Old Dominion Prepay & Add

ITEM DESCRIPTION	UNIT	CODE	ORDERED	PRICE	AMOUNT
CUSTOMER NO.: NEV895	TERMS: Prepayment	ORDER DATE: 1/24/2018			
P.O. NUMBER:	00775	SALESPERSON: Samantha Dodson			
20x40 1pc Top Only UW Blockout White	EACH	Z211204002-1.00	1	\$1,675.00	\$1,675.00
20x40x8 2" Std Frame Only Includes Ropes, Pins, Qwik Baseplates and Stakes	EACH	Z2122204008-1.00	1	3,255.00	3,255.00
Estimated-Old Dominion Freight		/ZFRT-1.00			706.49

NOTE: Payment for prepay orders is required 10 days prior to scheduled ship date (2/13/2018) or at the time of order if <10 days. Orders will be placed on hold if not paid on time.

Net Order: \$5,636.49

Signature: _____ Date: _____

Please sign for acceptance of this order and return via fax to: (310) 381-0722
 Unless otherwise noted, above pricing valid until: 2/23/2018

Order Total: \$5,636.49
 Less Payments: 0.00
 Order Balance: \$5,636.49

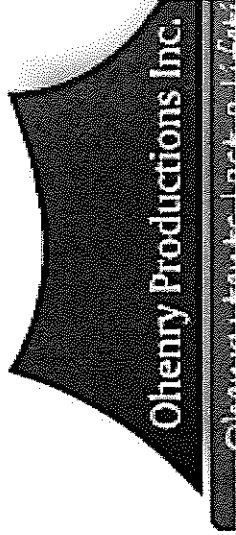
WRITTEN BY: s.dodson
 UPDATED BY: s.dodson

For product specific resources, manuals, diagrams, and maintenance information visit
<http://aztectent.com/resources>

Lindsay M Chichester

From: Lacey <laceypeterson@ohenrytents.com>
Sent: Wednesday, January 24, 2018 1:26 PM
To: Lindsay M Chichester
Subject: 20x30 & 20x40 Ohenry Frame Tent Info./Quotes

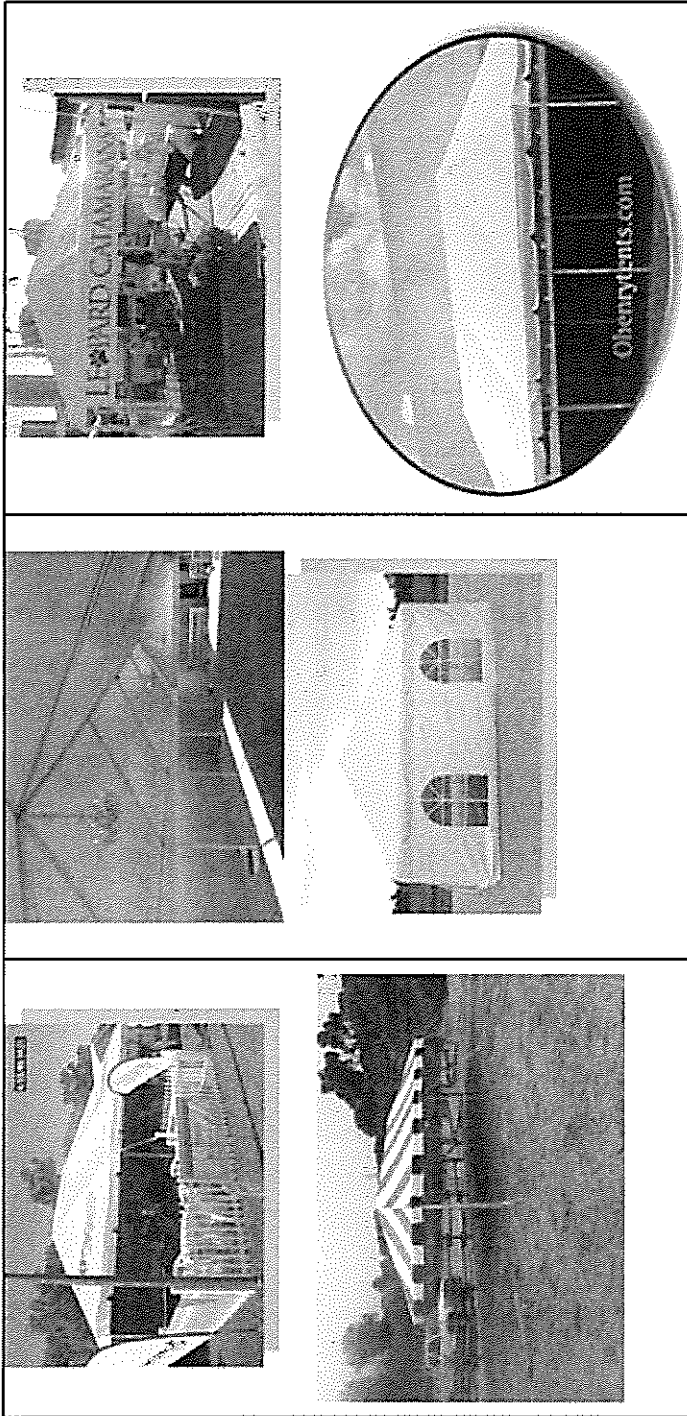
Importance: High



Dear Lindsay,

Enclosed is the information you requested on our Ohenry frame type tents.

Please see below for quote!



- All tops are extra heavy duty 17oz block out
- Fully re-enforced patches at wear points
- Straps and buckles sewn in 32oz of material
 - Rust resistant buckles
 - Curtain rope double re-enforced
 - Storage bag included
- 2" 6005 T-5 schedule 10 anodized marine aluminum tubing
 - Frame parts attach together with pins
- Corners, center crown, and side fittings are welded steel
 - 30' & 40' wide tents are expandable sectional type
 - Stakes & guy ropes are included with purchase

Tent Comparisons		
General Comparisons	Ohenry	Other Manufacturers
Tent Top Thickness	17 oz Blockout	12 oz translucent (16 oz extra fee)
Side walls (all sizes)	13 oz Blockout	8 - 10 oz translucent
Guy ropes	1/2" poly propylene included	1/2" (not always included)

Tubing	Marine Aluminum Tubing	optional
"complete set" definition	Top, poles, stakes, ropes & WALLS	Walls usually not included
Tent Availability	Tents in stock – next day shipping	Inventories limited- long waits
Overall quality	Rugged rental industry design	Lightweight – consumer oriented
Frame fittings	Steel fittings	Usually steel
References contact info on website?	http://www.ohenrytents.com/client_list.html	Occasionally
Bank reference on website?	http://www.ohenrytents.com/References.html	NA
Prices posted on website?	http://www.ohenrytents.com/prices_2.html	Not always
Installation videos on website?	yes	Seldom
The "why Ohenry" video	The "Why Ohenry" video	NA

Other information	
**Velcro walls	Solid 13 oz white - available in 10', 20', 30' & 40' lengths
**Velcro Walls CW	Cathedral Window walls - 13 oz white - available in 10', 20', 30' & 40' lengths
complete choices of side walls	http://www.ohenrytents.com/sidewalls.html
Stake puller information	http://www.ohenrytents.com/Stake pullers for prices page.html
Installation Instructions	http://www.ohenrytents.com/Installation instructions 2.html
Warranty & Return Policies	http://www.ohenrytents.com/PDF_Files/Warranty Policies.pdf
Prices & catalogs	http://www.ohenrytents.com/prices_2.html

20x30 Frame Tent:

- ✓ (1) 20 x30 Frame Type tent without sidewalls = \$3,342.40
- ✓ Non-Prof. Discount=\$334.24
- ✓ Freight = \$695.00
- ✓ Final Total = **\$3,703.16**

20x40 Frame Tent:

- ✓ (1) 20 x40 Frame Type tent without sidewalls = \$4,462.44
- ✓ Non-Prof. Discount=\$446.24
- ✓ Freight = \$720.00
- ✓ Final Total = **\$4,736.20**

Notice:

Unfortunately there are several companies manufacturing tents who are willing to make the cheapest product at any cost, including selling products which are virtually useless. We consistently refuse to sacrifice quality for price.

Visit our home page at <http://www.ohenrytents.com>

Please feel free to call me at 254-714-1103 any time.

May the Lord bless and keep you, may he make his face shine upon you!

Thanks again,



Lacey Peterson

lacypeterson@ohenrytents.com

Ohenry Productions Inc.

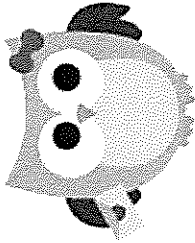
3859 Chappel Hill Rd

Waco, Tx 76705

O: 254-714-1103

F: 254-714-1117

www.ohenrytents.com

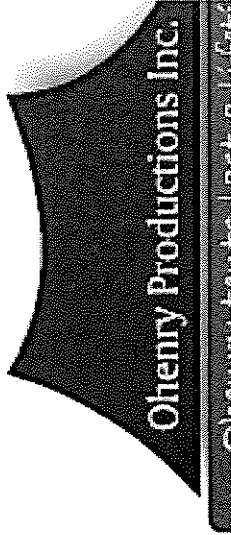


Ohenry Productions Inc. 3859 Chappel Hill Rd. Waco, TX. Sales 254-714-1103 Fax 254-714-1117

Lindsay M Chichester

From: Lacey <laceypeterson@ohenrytents.com>
Sent: Wednesday, January 24, 2018 1:26 PM
To: Lindsay M Chichester
Subject: Ohenry Order Processing Info.
Attachments: frame VS Pole1.pdf; Warranty_Policies.pdf; Bank Wire Instructions.pdf; C. C. Authorization---DOMESTIC.PDF

Importance: High



Dear Lindsay,

So that you know how the order process works:

This E-mail has 4 files attached for your convenience. You will need these to complete your purchase. The 3 files which are highlighted in yellow will need to be **filled out**, **each page signed**, and **returned back** to me via email or fax, regardless of how you choose to pay for the tent.

- ✓ **"Tent Type Verification"** Please to fill this out to be sure you are purchasing the correct type of tent for your particular situation.
- ✓ **"Warranty - Policies"** Please sign the warranty and policies document and return to us before we can ship your tent.
- ✓ **"Frame Vs Pole"** Please sign to acknowledge you understand the difference between pole tents and frame tents.
- ✓ **"C.C. Authorization FORM - Domestic"** Please fill this out if you are paying by credit card.
- ✓ **"Bank wire instructions"** In case you choose to wire us the funds for your tent.

I have these forms in email I would be happy to provide if this company is chosen.

3rd Party Financing:

Link to online application:

(please be sure to select "Lacey Peterson" for your Sales Contact)
<https://secure.quickspark.com/app.cfm?do=apply&vurl=y4qz6sd>

Account Manager:

Mel Glyman

602-483-1166

mglyman@quickspark.com

Notice:

Unfortunately there are several companies manufacturing tents who are willing to make the cheapest product at any cost, including selling products which are virtually useless. We consistently refuse to sacrifice quality for price.

May the Lord bless and keep you, may he make his face shine upon you!

Visit us at: <http://www.ohenrytents.com>

Thanks again,



Lacey Peterson

lacypeterson@ohenrytents.com

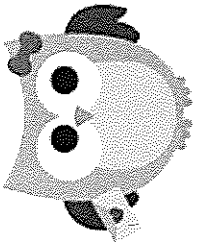
Ohenry Productions Inc.

3859 Chappel Hill Rd

Waco, Tx 76705

O: 254-714-1103

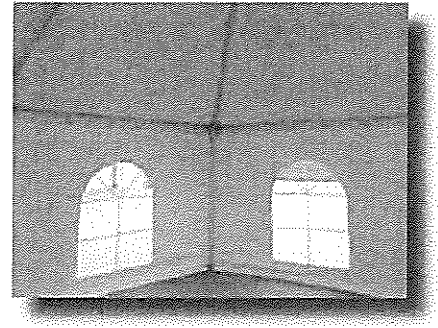
F: 254-714-1117
www.ohenryfents.com



Ohenry Productions Inc. 3859 Chappell Hill Rd. Waco, TX. Sales 254-714-1103 Fax 254-714-1117

West Coast Frame Tent Prices 2018 all prices F.O.B. Waco, Tx.

- All tops are extra heavy duty 17oz block out
- Fully re-enforced patches at wear points
- Straps and buckles sewn in 32oz of material
- Rust resistant buckles
- Curtain rope double re-enforced
- Storage bag included
- 2" 6005 T-5 schedule 10 anodized marine aluminum tubing
- Frame parts attach together with pins
- Telescoping heavy duty legs available as an option
- Corners, center crown, and side fittings are welded steel
- 30' & 40' wide tents are expandable sectional type
- Stakes & guy ropes are included with purchase



West Coast Style Frame Tents 2018

Tent Size	Retail Cover only	Retail Frame	Cover & Frame	Set with Solid Walls	Set with C. W. Walls	Color Up-Charge
10x10	\$486.00	\$806.12	\$1,292.12	\$1,725.32	\$2,055.92	\$57.00
10x15	\$684.00	\$887.72	\$1,571.72	\$2,101.82	\$2,517.92	\$57.00
10x20	\$900.00	\$1,233.50	\$2,133.50	\$2,760.50	\$3,262.10	\$57.00
10x30	\$1,080.00	\$1,650.28	\$2,730.28	\$3,539.68	\$4,212.28	\$57.00
10x40	\$1,260.00	\$2,075.26	\$3,335.26	\$4,361.26	\$5,199.16	\$57.00
10x50	\$1,440.00	\$2,482.44	\$3,922.44	\$5,136.54	\$6,145.44	\$57.00
15x15	\$722.50	\$926.12	\$1,648.62	\$2,275.62	\$2,777.22	\$57.00
15x20	\$958.80	\$1,337.50	\$2,296.30	\$3,014.50	\$3,601.60	\$77.00
15x30	\$1,438.20	\$1,472.50	\$2,910.70	\$3,851.20	\$4,603.60	\$97.00
15x40	\$1,917.60	\$1,908.08	\$3,825.68	\$4,948.58	\$5,871.98	\$117.00
20x20	\$1,121.00	\$1,705.08	\$2,826.08	\$3,635.48	\$4,308.08	\$85.00
20x30	\$1,501.00	\$2,198.26	\$3,699.26	\$4,759.46	\$5,591.66	\$115.00
20x40	\$1,805.00	\$2,657.44	\$4,462.44	\$5,705.04	\$6,708.24	\$145.00
20x60	\$3,344.00	\$3,575.80	\$6,919.80	\$8,538.60	\$9,883.80	\$175.00
30x30	\$3,348.40	\$2,130.00	\$5,478.40	\$6,692.50	\$7,701.40	\$245.00
30x40	\$4,624.40	\$2,820.16	\$7,444.56	\$8,903.76	\$10,072.26	\$325.00
30x50	\$5,167.80	\$3,419.32	\$8,587.12	\$10,205.92	\$11,551.12	\$375.00
30x60	\$6,443.80	\$4,023.48	\$10,467.28	\$12,169.78	\$13,497.28	\$475.00
30x70	\$6,987.20	\$4,622.64	\$11,609.84	\$13,534.84	\$15,029.84	\$575.00
30x80	\$8,263.20	\$5,221.80	\$13,485.00	\$15,582.50	\$17,215.00	\$675.00
30x90	\$8,806.60	\$5,820.96	\$14,627.56	\$16,897.56	\$18,667.56	\$775.00
10' mid	\$1,276.00	\$807.16	\$2,083.16	\$2,299.76	\$2,465.06	\$57.00
20' mid	\$1,819.40	\$1,406.32	\$3,225.72	\$3,658.92	\$3,989.52	\$57.00
40x40	\$5,293.60	\$4,614.00	\$9,907.60	\$11,526.40	\$12,871.60	\$350.00
40x50	\$6,983.60	\$5,682.64	\$12,666.24	\$14,501.64	\$16,012.14	\$480.00
40x60	\$8,130.20	\$6,246.20	\$14,376.40	\$16,428.40	\$18,104.20	\$610.00
40x70	\$9,820.20	\$7,043.96	\$16,864.16	\$19,132.76	\$20,973.86	\$740.00
40x80	\$10,966.80	\$7,607.52	\$18,574.32	\$20,844.32	\$22,614.32	\$870.00
40x90	\$12,656.80	\$8,400.28	\$21,057.08	\$23,549.58	\$25,487.08	\$1,000.00
40x100	\$13,803.40	\$9,043.84	\$22,847.24	\$25,512.24	\$27,587.24	\$1,130.00
40x120	\$16,640.00	\$10,400.16	\$27,040.16	\$30,100.16	\$32,480.16	\$1,260.00
10' mid	\$1,690.00	\$1,245.56	\$2,935.56	\$3,152.16	\$3,317.46	\$57.00
20' mid	\$2,836.60	\$1,849.20	\$4,685.80	\$5,119.00	\$5,449.60	\$57.00

\$695
+ 720

0%
non-profit
discount

Sold To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706 chichesterl@unce.unr.edu Phone: (775) 887-2252 Fax: (775) 887-2065	Ship To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706	Celina Tent, dba Celina Enterprises / Industries 5373 State Route 29 Celina, Ohio 45822-9210, USA Mark Obringer / 0323 Mark@CelinaTent.com Phone: (844) 800-8620 Fax: (419) 584-0949
Quote Details		
Customer Number: 20-0028299 Quote Number: 0114929 Quote Date: 1/25/2018 Quote Expiration Date: 2/25/2018	Customer P.O.: Terms: PREPAID Ship VIA: STANDARD LTL F.O.B.: Origin	

Item Number	Unit	Ordered	Back Order	Price	Extended Amount
020030CF1A5050 20x30 Classic Frame Top, White, 1 Piece, 16 oz. Ratchet Top	EACH	1.00	0.00	\$1,145.150 WT: 119.90	\$1,145.15
KITCFAS02003008 20x30 Classic Series Frame Kit 8' high Aluminum Single Tube Pole and Fitting Kit.	EACH	1.00	0.00	\$1,415.140 WT: 366.80	\$1,415.14
AC05SGR 2" x 5' Gray Ratchet Strap Gray (Standard). Weight tested up to 4,000 lbs.	EACH	10.00	0.00	\$8.500 WT: 13.26	\$85.00
ACTS3611 36"x 1" Single Head Tent Stake Recommended when installing 20' wide tents & smaller. Please inspect shipment thoroughly upon receipt. It is the customer's responsibility to inspect product deliveries and note any damages or shortages on the delivery receipt. Failure to do so will result in the denial of any claims filed. All damages and/or shortages must be reported by the customer to Celina Tent within ONE (1) BUSINESS DAY of goods receipt. Customer is responsible for filing claims through the freight carrier. Celina Tent may elect to assist with this process on the customer's behalf; however, any products needing to be replaced during the claim filing process must be purchased and paid for by the customer prior to shipping. The customer is responsible for all costs to replace damaged or missing items prior to the freight company's reimbursement. Items quoted are in stock at time of quote. Availability may change when order is placed.	EACH	10.00	0.00	\$12.750 WT: 80.00	\$127.50
/DISC-PROMOTION ARA PROMOTION		1.00	0.00	\$569.320- WT: 0.00	\$569.32-

Visit Celina Online:
www.GetTent.com
www.TentPrinting.com
www.CutSealSew.com
www.CatchAttention.com

Checkout our YouTube channel for installation guidelines, tips, & tricks.

Net Order: 2,203.47
Shipping & Handling: 378.88
Sales Tax: 0.00
Order Total: 2,582.35

Sold To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706 chichesterl@unce.unr.edu Phone: (775) 887-2252 Fax: (775) 887-2065	Ship To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706	Celina Tent, dba Celina Enterprises / Industries 5373 State Route 29 Celina, Ohio 45822-9210, USA Mark Obringer / 0323 Mark@CelinaTent.com Phone: (844) 800-8620 Fax: (419) 584-0949
Quote Details		
Customer Number: 20-0028299 Quote Number: 0114929 Quote Date: 1/25/2018 Quote Expiration Date: 2/25/2018	Customer P.O.: Terms: PREPAID Ship VIA: STANDARD LTL F.O.B.: Origin	

Item Number	Unit	Ordered	Back Order	Price	Extended Amount
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READ IMPORTANT DETAILS BELOW BEFORE SIGNING

Terms and Conditions

Terms of Sale - All orders must be paid in full, before shipping, unless prior credit approval. Net 30 days with approved credit. All business checks and/or personal checks require a minimum of 12 business days for clearance before orders will ship. Celina Tent Inc., reserves the right to withhold shipments and/or production of a customer's order due to customer's failure to satisfy credit requirements or pay any past due invoices. Past due invoices will be subject to collection costs, including, but not limited to, attorney's fees and court costs. Interest at one and one-half percent (1.5%) per month will be added on past due accounts. Disputed accounts must be submitted in writing within 30 days of invoice date for consideration. Credit approval is based upon information submitted by the customer. This credit is then adjusted based upon payment history with Celina Tent Inc. All NSF checks returned will be added a service fee of \$30.00. I accept the above terms of sale _____ Date _____

Returns - A return authorization number must be received from Celina Tent Inc. prior to returning merchandise. Merchandise must be returned in original packaging, freight prepaid, with the RA number. A 30% restocking fee will be applicable for all approved returns. Merchandise must be returned in new, unused condition. Custom orders and orders invoiced more than 60 days ago, are not eligible for return. Celina Tent Inc. will not accept return shipments collect. I accept the above return policy _____ Date _____

Order Cancellations or Changes - Orders may not be cancelled or changed without receipt of a written cancellation or change request. A cancellation or change charge of 30% will be applied to orders cancelled or changed after an order is in production. Orders for custom items may not be cancelled. I accept the order cancellation or change policy _____ Date _____

Shipping - All orders will be shipped FOB Celina, OH 45822, with freight charges prepaid, collect, or third party billing. All shipments are put on the freight line free from damage and packaged properly for transit and are signed for as such by the freight carrier. Celina Tent's responsibility for the product ceases at that point and the freight carrier assumes responsibility. Celina Tent Inc. will select the best, least expensive freight carrier possible, unless the customer designates a carrier with the order. Freight charges are subject to change without notice. Re-consignment, re-delivery, tollgate delivery or storage fees are the responsibility of the customer. Celina Tent Inc. is not responsible for service provided by customer designated carriers. You may need a forklift to unload your deliveries. A signature is required for all freight deliveries. It is the customer's responsibility to inspect freight delivery and note any damages or shortages on the delivery receipt. All damage must be reported to Celina Tent Inc. within 7 working days.

Damages - As a service, Celina Tent Inc. will file freight claims for prepaid shipments as long as the customer has inspected the shipment and reported any damage or shortages to Celina Tent Inc. within 7 working days and noted all damages and shortages on the delivery receipt when signing. Failure to do so will result in the customer incurring all charges with replacing damaged goods. Freight claims for third party and/or collect shipments are the responsibility of the customer. The customer is responsible for all costs to replace damaged items prior to the freight company's reimbursement.

I have read and understand the policy regarding shipping damages _____ Date _____

Warranty - Celina Tent Inc. warrants that our product will be free from defects in material and workmanship for a period of one (1) year following the date of purchase. Defects are limited to any defect which is a result of the manufacturing process. Excluded are holes, punctures or other damages which can be caused during normal installation of a tent, whenever proper procedures are not followed. Celina Tent Inc., at its option, will repair or replace this product or any component of the product found to be defective during this warranty period. This warranty is valid for the original purchaser only, and is not transferable. This warranty does not cover normal wear or damage resulting from negligent use or misuse of the product, use contrary to instructions, repair or alteration by anyone other than Celina Tent Inc. or forces of nature.

Installation Instructions - The customer must evaluate each installation site and determine securing & anchoring method & devices appropriate for the conditions. Some soils require different staking or securing than what may be provided with tent. Celina Tent Inc., highly recommends the customer engages in thorough training with their tent installers. Celina Tent Inc. tent instructions and "layout handbook" summarize all the functions of each product, the rules for using them and suggestions for their use. Celina Tent Inc. video instructions illustrate excellent graphic examples of operating techniques. Following the instructions given under the condition specified or illustrated will provide proven satisfactory results. However, field situations, site conditions, weather & local experience may mandate other methods.

Warnings - This product has been manufactured for use as a temporary structure and does not meet structural code, unless specified. Since weather is unpredictable, the customer must incorporate his own good judgment, common sense & knowledge of local conditions with the installation instruction guidelines. The customer is responsible to anticipate weather severity for proper time and method of construction, appropriateness of product for the intended site as well as equipment or accessories details.

I agree that I have read and understand the above terms and conditions.
 Quote

Payment Methods: credit card, check, wire transfer, and money order.
 If paying by credit card complete fill in all boxes and return by fax to 419-584-0949.

Credit Card Billing Address if different than above

Address: _____
 City: _____ State: _____
 Country: _____ Zip: _____

Total Weight: 579.96

CREDIT CARD INFORMATION	
Cardholder	
Credit Card #	
Expiration Date	
Security Code	
Card Type (circle one)	AMEX - M/C - VISA - Discover

Visit Celina Online:
www.GetTent.com
www.TentPrinting.com
www.CutSealSew.com
www.CatchAttention.com

Checkout our YouTube channel for installation guidelines, tips, & tricks.

Net Order:	2,203.47
Shipping & Handling:	378.88
Sales Tax:	0.00
Order Total:	2,582.35

Sold To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706 chichesterl@unce.unr.edu Phone: (775) 887-2252 Fax: (775) 887-2065	Ship To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706	Celina Tent, dba Celina Enterprises / Industries 5373 State Route 29 Celina, Ohio 45822-9210, USA Mark Obringer / 0323 Mark@CelinaTent.com Phone: (844) 800-8620 Fax: (419) 584-0949
Quote Details		
Customer Number: 20-0028299 Quote Number: 0114933 Quote Date: 1/25/2018 Quote Expiration Date: 2/25/2018	Customer P.O.: Terms: PREPAID Ship VIA: STANDARD LTL F.O.B.: Origin	

Item Number	Unit	Ordered	Back Order	Price	Extended Amount
020040CF1A5050 20x40 Classic Frame Top, White, 1 Piece, 16 oz. Ratchet Top	EACH	1.00	0.00	\$1,493.040 WT: 158.59	\$1,493.04
KITCFAS02004008 20x40 Classic Series Frame Kit 8' high Aluminum Single Tube Pole and Fitting Kit.	EACH	1.00	0.00	\$1,814.480 WT: 453.54	\$1,814.48
AC05SGR 2" x 5' Gray Ratchet Strap Gray (Standard). Weight tested up to 4,000 lbs.	EACH	12.00	0.00	\$8.500 WT: 15.91	\$102.00
ACTS3611 36"x 1" Single Head Tent Stake Recommended when installing 20' wide tents & smaller. Please inspect shipment thoroughly upon receipt. It is the customer's responsibility to inspect product deliveries and note any damages or shortages on the delivery receipt. Failure to do so will result in the denial of any claims filed. All damages and/or shortages must be reported by the customer to Celina Tent within ONE (1) BUSINESS DAY of goods receipt. Customer is responsible for filing claims through the freight carrier. Celina Tent may elect to assist with this process on the customer's behalf; however, any products needing to be replaced during the claim filing process must be purchased and paid for by the customer prior to shipping. The customer is responsible for all costs to replace damaged or missing items prior to the freight company's reimbursement. Items quoted are in stock at time of quote. Availability may change when order is placed.	EACH	12.00	0.00	\$12.750 WT: 96.00	\$153.00
/DISC-PROMOTION ARA PROMOTION		1.00	0.00	\$736.160- WT: 0.00	\$736.16-

Visit Celina Online:
www.GetTent.com
www.TentPrinting.com
www.CutSealSew.com
www.CatchAttention.com

Checkout our YouTube channel for installation guidelines, tips, & tricks.

Net Order: 2,826.36
Shipping & Handling: 449.09
Sales Tax: 0.00
Order Total: 3,275.45

Sold To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706 chichesterl@unce.unr.edu Phone: (775) 887-2252 Fax: (775) 887-2065	Ship To: University of Nevada Coopertiv 2621 Northgate Lane Suite 15 CARSON CITY, NV 89706	Celina Tent, dba Celina Enterprises / Industries 5373 State Route 29 Celina, Ohio 45822-9210, USA Mark Obringer / 0323 Mark@CelinaTent.com Phone: (844) 800-8620 Fax: (419) 584-0949
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Item Number	Unit	Ordered	Back Order	Price	Extended Amount
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READ IMPORTANT DETAILS BELOW BEFORE SIGNING

Terms and Conditions

Terms of Sale - All orders must be paid in full, before shipping, unless prior credit approval. Net 30 days with approved credit. All business checks and/or personal checks require a minimum of 12 business days for clearance before orders will ship. Celina Tent Inc. reserves the right to withhold shipments and/or production of a customer's order due to customer's failure to satisfy credit requirements or pay any past due invoices. Past due invoices will be subject to collection costs, including, but not limited to, attorney's fees and court costs. Interest at one and one-half percent (1.5%) per month will be added on past due accounts. Disputed accounts must be submitted in writing within 30 days of invoice date for consideration. Credit approval is based upon information submitted by the customer. This credit is then adjusted based upon payment history with Celina Tent Inc. All NSF checks returned will be added a service fee of \$30.00. I accept the above terms of sale _____ Date _____

Returns - A return authorization number must be received from Celina Tent Inc. prior to returning merchandise. Merchandise must be returned in original packaging, freight prepaid, with the RA number. A 30% restocking fee will be applicable for all approved returns. Merchandise must be returned in new, unused condition. Custom orders and orders invoiced more than 60 days ago, are not eligible for return. Celina Tent Inc. will not accept return shipments collect. I accept the above return policy _____ Date _____

Order Cancellations or Changes - Orders may not be cancelled or changed without receipt of a written cancellation or change request. A cancellation or change charge of 30% will be applied to orders cancelled or changed after an order is in production. Orders for custom items may not be cancelled. I accept the order cancellation or change policy _____ Date _____

Shipping - All orders will be shipped FOB Celina, OH 45822, with freight charges prepaid, collect, or third party billing. All shipments are put on the freight line free from damage and packaged properly for transit and are signed for as such by the freight carrier. Celina Tent's responsibility for the product ceases at that point and the freight carrier assumes responsibility. Celina Tent Inc. will select the best, least expensive freight carrier possible, unless the customer designates a carrier with the order. Freight charges are subject to change without notice. Re-consignment, re-delivery, delayed delivery or storage fees are the responsibility of the customer. Celina Tent Inc. is not responsible for service provided by customer designated carriers. You may need a forklift to unload your deliveries. A signature is required for all freight deliveries. It is the customer's responsibility to inspect freight delivery and note any damages or shortages on the delivery receipt. All damage must be reported to Celina Tent Inc. within 7 working days.

Damages - As a service, Celina Tent Inc. will file freight claims for prepaid shipments as long as the customer has inspected the shipment and reported any damage or shortages to Celina Tent Inc. within 7 working days and noted all damages and shortages on the delivery receipt when signing. Failure to do so will result in the customer incurring all charges with replacing damaged goods. Freight claims for third party and/or collect shipments are the responsibility of the customer. The customer is responsible for all costs to replace damaged items prior to the freight company's reimbursement.

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Warning - This product has been manufactured for use as a temporary structure and does not meet structural code, unless specified. Since weather is unpredictable, the customer must incorporate his own good judgment, common sense & knowledge of local conditions with the installation instruction guidelines. The customer is responsible to anticipate weather severity for proper time and method of construction, appropriateness of product for the intended site as well as expiration or disassembly details.

I agree that I have read and understand the above terms and conditions.

Quote

Payment Methods: credit card, check, wire transfer, and money order.

If paying by credit card complete fill in all boxes and return by fax to 419-584-0949.

Credit Card Billing Address if different than above

Address _____
 City: _____ State: _____
 Country: _____ Zip: _____

Total Weight: 724.05

Visit Celina Online:

- www.GetTent.com
- www.TentPrinting.com
- www.CutSealSew.com
- www.CatchAttention.com

Checkout our YouTube channel for Installation guidelines, tips, & tricks.

CREDIT CARD INFORMATION

Cardholder	
Credit Card #	
Expiration Date	
Security Code	
Card Type (circle one)	AMEX - M/C - VISA - Discover

Net Order:	2,826.36
Shipping & Handling:	449.09
Sales Tax:	0.00
Order Total:	3,275.45

Lindsay M Chichester

From: noreply@zopim.com on behalf of Chat Transcript <noreply@zopim.com>
Sent: Wednesday, January 24, 2018 11:31 AM
To: Lindsay M Chichester
Subject: Your chat transcript with gettent.com (24 Jan 2018, 06:21 PM GMT)

Chat Transcript with Visitor 48606526

Chat started on 24 Jan 2018, 06:21 PM (GMT+0)
(06:21:17) *** Visitor 48606526 joined the chat ***
(06:21:19) **Celina Tent:** Hi, is there anything I can help you with?
(06:22:04) **Visitor 48606526:** HI there, I am gathering details and quotes on tents. Are all of these fire resistant?
(06:22:06) *** Kristal joined the chat ***
(06:22:49) **Kristal:** Yes, all of our tents are Fire Retardant and Water resistant.
(06:23:01) **Visitor 48606526:** Great, thank you
(06:23:22) **Kristal:** Let me know if you need anything else. I will stay online for a while longer.
(06:24:29) **Visitor 48606526:** Ok, the only other thing I don't see, is the cost of shipping and handling included, or is that a seperate fee?
(06:25:45) **Kristal:** We offer flat rate shipping for online orders. This means the shipping cost is based on the order value regardless of weights. This way you will save as our products are usually heavy,
(06:26:09) **Kristal:** You may see the shipping rates here <https://www.gettent.com/content/shipping-info.asp>
(06:26:26) **Visitor 48606526:** Great, thank you. Do you offer a non-profit discount?
(06:26:31) **Kristal:** You will also see the shipping cost upon check out.
(06:27:53) **Kristal:** We try our best to give discount to non profit organization whenever we can.
(06:29:33) **Kristal:** May I know what item/s you are interested in?
(06:31:03) **Visitor 48606526:** I am looking at the 20x30 and the 20x40
(06:31:17) **Kristal:** We actually have an ARA promotion until February 21, 2018. We offer 25% off on tent top and 25% on frame/pole kits.
(06:31:46) **Visitor 48606526:** We have about \$5000 to spend, just need the top, no walls. Oh that is good to know

(06:32:00) Kristal: We can offer those discount to you but you must place the order by February 21, 2018. to avail the offer.

(06:32:38) Kristal: Do you not need the frame/pole kits or tubings?

(06:33:11) Visitor 48606526: Yes, we need that too

(06:33:36) Visitor 48606526: Ok I will stress that to the person who will make the purchase, I am just gathering all of the information

(06:33:56) Kristal: By the way, the discount promotion is not available for online orders. We will need to create a quote to process the discount. You may place your order via your Sales Rep/Account Manager.

(06:34:19) Visitor 48606526: Ok, can you please tell me who that would be for Northern Nevada?

(06:34:35) Kristal: Your Account Manager is Mark Obringner. His phone number is (844) 800-8620. Or you can email him at Mark@CelinaTent.com.

(06:34:54) Visitor 48606526: Thanks

(06:35:00) Kristal: You are welcome!

(07:08:03) *** Kristal left the chat ***

(07:08:38) *** Kristal joined the chat ***

(07:31:06) *** Visitor 48606526 left the chat ***

NAME	Visitor 48606526
EMAIL	—
PHONE	—
LOCATION	Reno, United States
URL	https://www.gettent.com/tents/20-x-40-canopy-frame-tent.asp
DEPARTMENT	—
SERVED BY	Kristal
RATING	None
COMMENT	—

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- [Dog Agility Equipment](#)
- [Truck Tarps](#)

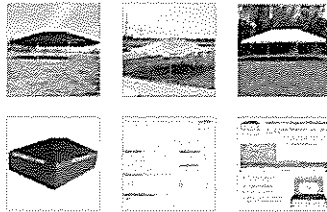
Home / Tents / Shop By Tent Size / 20 Wide Tents / 20' x 30' Tent / 20' x 30' Classic Series Frame Tent, 1 Piece Tent Top, Complete

20' x 30' Classic Series Frame Tent, 1 Piece Tent Top, Complete

[Email a Friend](#) [Add to Favorites](#)



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SKU: C06Y20X30
Category: Tents

Choose Your Options:

Fabric Top
White (\$1,145.15)
In Stock

Eave Height & Tube Material/Type
7' Aluminum Hybrid Tube & Galvanized Fittings (\$2,677.54)
In Stock

Stake Size (Includes Ratchet Assemblies)
36" x 1" Stakes w/ Ratchet Assemblies (\$212.50)
In Stock

Sidewalls
No Sidewalls


Tent Liner
No (\$0.00)

Price (Options Included): \$4,035.19



*freight = \$4335.18
(\$299.99)*

Qty:

Overview
Video
Literature
Custom Printing
Warranty



The Classic Series Frame tent is a tent which utilizes a simple frame to support the tent top, maximizing the usable space available underneath the tent. All Classic Series Frame tents use West Coast Style frames and fittings, making them interchangeable with all other frames and fittings in this style. Frame tents need to be staked to the ground or otherwise anchored for maximum stability.

Specifications

Width	20 ft. / 6.1m	
Length	30 ft. / 9.1m	
Area	600 ft ² / 55.5m ²	
Eave Height	7' / 2.1m	8' / 2.4m
Overall Height	12' / 3.7m	13' / 4.06m
Pitch	5' / 1.5m	
Complete Weight Aluminum	572 Lbs. / 259 Kg.	599 Lbs. / 271 Kg.
Complete Weight Galvanized	691 Lbs. / 313 Kg.	706 Lbs. / 320 Kg.
Complete Weight Aluminum Hybrid	762 Lbs. / 346 Kg.	782 Lbs. / 355 Kg.
Series / Brand	Classic	
Class	Frame	
Center Pole	No	
Style / Shape	Traditional	



**WANT TO
Customize
this Product
WITH YOUR LOGO?**
Send it to us!
We will provide you with a
FREE RENDERING.

Expandable	No
Custom Printing Available	Yes
Fabric Material	PVC Coated Polyester
Fabric Material Weight	16 oz. / yd2 / 540 gsm
Fabric Translucency	Blockout
Water Repellency	Waterproof
Flame Resistant	Yes
UV Resistant	Yes
Mold and Mildew Resistant	Yes
Frame / Pole Material	Aluminum OR Galvanized
Longest Component	14'4" / 4.4m
Persons required for setup	3-5
Occupancy	60 Sit Down Dinner ~ 100 Cathedral Seating

Related Products



12' Frame Tent Jack
\$399.99
In Stock



Celina Mold Cleaner
Gallon
\$12.00
In Stock



6' x 30" Resin Banquet Table
\$58.00
In Stock



Bellbrook White Poly Chair
\$12.50
In Stock

Accessories



Manual Stake Puller w/ 1" Head
\$259.95
In Stock



25' x 45' Polyester Drop Cloth
\$283.50
In Stock



Celina Tent Cleaner
Gallon
\$12.00
In Stock

**25% OFF GLOBE LIGHTS
WHEN YOU ORDER 4 OR MORE**



ENTER COUPON CODE: GLOBE

Tent Globe Lights
\$98.50
In Stock

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Order Tracking
Secure Shopping
Forgot Password

GSA



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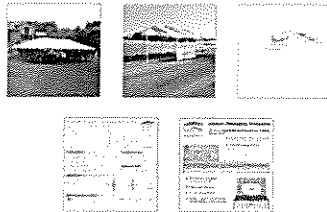
Home / Tents / Shop By Tent Size / 20' Wide Tents / 20' x 40' Tent / 20' x 40' Classic Series Frame Tent, 1 Piece Tent Top, Complete

20' x 40' Classic Series Frame Tent, 1 Piece Tent Top, Complete

Email a Friend Add to Favorites



View Larger



SKU: C06Y20X40
Category: Tents

Choose Your Options:

- Fabric Top
 - White (\$1,493.04)
 - In Stock
- Eave Height & Tube Material/Type
 - 7' Aluminum Hybrid Tube & Galvanized Fittings (\$3,599.90)
 - In Stock
- Stake Size (Includes Ratchet Assemblies)
 - 36" x 1" Stakes w/ Ratchet Assemblies (\$255.00)
 - In Stock
- Sidewalls
 - No Sidewalls
- Tent Liner
 - No (\$0.00)

Price (Options Included): \$5,347.94

+ freight = \$5647.94
(9299.99)

Qty: ADD TO CART

Overview	Video	Literature	Custom Printing	Warranty																																							
		<p>Specifications</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Width</td> <td colspan="2" style="text-align: center;">20 ft. / 6.1m</td> </tr> <tr> <td>Length</td> <td colspan="2" style="text-align: center;">40 ft. / 12.2m</td> </tr> <tr> <td>Area</td> <td colspan="2" style="text-align: center;">800 ft² / 74.4m²</td> </tr> <tr> <td>Eave Height</td> <td style="text-align: center;">7' / 2.1m</td> <td style="text-align: center;">8' / 2.4m</td> </tr> <tr> <td>Overall Height</td> <td style="text-align: center;">12' / 3.7m</td> <td style="text-align: center;">13' / 4.06m</td> </tr> <tr> <td>Pitch</td> <td colspan="2" style="text-align: center;">5' / 1.5m</td> </tr> <tr> <td>Complete Weight Aluminum</td> <td style="text-align: center;">712 Lbs. / 323 Kg.</td> <td style="text-align: center;">747 Lbs. / 339 Kg.</td> </tr> <tr> <td>Complete Weight Galvanized</td> <td style="text-align: center;">860 Lbs. / 390 Kg.</td> <td style="text-align: center;">878 Lbs. / 398 Kg.</td> </tr> <tr> <td>Complete Weight Aluminum Hybrid</td> <td style="text-align: center;">996 Lbs. / 452 Kg.</td> <td style="text-align: center;">1020 Lbs. / 463 Kg.</td> </tr> <tr> <td>Series / Brand</td> <td colspan="2" style="text-align: center;">Classic</td> </tr> <tr> <td>Class</td> <td colspan="2" style="text-align: center;">Frame</td> </tr> <tr> <td>Center Pole</td> <td colspan="2" style="text-align: center;">No</td> </tr> <tr> <td>Style / Shape</td> <td colspan="2" style="text-align: center;">Traditional</td> </tr> </table>			Width	20 ft. / 6.1m		Length	40 ft. / 12.2m		Area	800 ft ² / 74.4m ²		Eave Height	7' / 2.1m	8' / 2.4m	Overall Height	12' / 3.7m	13' / 4.06m	Pitch	5' / 1.5m		Complete Weight Aluminum	712 Lbs. / 323 Kg.	747 Lbs. / 339 Kg.	Complete Weight Galvanized	860 Lbs. / 390 Kg.	878 Lbs. / 398 Kg.	Complete Weight Aluminum Hybrid	996 Lbs. / 452 Kg.	1020 Lbs. / 463 Kg.	Series / Brand	Classic		Class	Frame		Center Pole	No		Style / Shape	Traditional	
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PHOTO GALLERY



VIDEO GALLERY

**WANT TO
Customize
this Product
WITH YOUR LOGO?**

Send it to us!
We will provide you with a
FREE RENDERING.

Expandable	No
Custom Printing Available	Yes
Fabric Material	PVC Coated Polyester
Fabric Material Weight	16 oz. / yd2 / 540 gsm
Fabric Translucency	Blockout
Water Repellency	Waterproof
Flame Resistant	Yes
UV Resistant	Yes
Mold and Mildew Resistant	Yes
Frame / Pole Material	Aluminum OR Galvanized
Longest Component	14'4" / 4.4m
Persons required for setup	2-5
Occupancy	80 Sit Down Dinner - 133 Cathedral Seating

Related Products



12' Frame Tent Jack
\$399.99
In Stock



Celina Mold Cleaner
Gallon
\$12.00
In Stock



6' x 30" Resin Banquet Table
\$58.00
In Stock

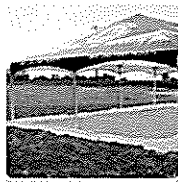


Bellbrook White Poly Chair
\$12.50
In Stock

Accessories



Manual Stake Pulier w/ 1" Head
\$259.95
In Stock



25' x 45' Polyester Drop Cloth
\$283.50
In Stock



Celina Tent Cleaner
Gallon
\$12.00
In Stock

25% OFF GLOBE LIGHTS
WHEN YOU ORDER 4 OR MORE



ENTER COUPON CODE: GLOBE

Tent Globe Lights
\$98.50
In Stock

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A world leader in manufacturing of engineered fabric products and distribution of event equipment.



(866) 767-9242

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- Agriculture
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- Truck Tarps

Shipping Rates and Information

Celina Tent doesn't own or operate any trucks or shipping service; we receive the best possible discount from our freight carriers, extending the low freight rates to our customers. Free and flat rate shipping is available for orders purchased online only.

Order Value	Shipping Cost
\$1 - \$99.99	\$ 19.99
\$100 - \$299.99	\$ 39.99
\$300 - \$999.99	\$ 99.99
\$1,000 - \$2,999.99	\$ 199.99
\$3,000 - \$6,499.99	\$ 299.99
\$6,500 +	FREE

Free and Flat Rate Shipping applies only to shipping destinations in the contiguous 48 states. Standard shipping methods apply. Expedited shipping or weekend delivery is not available under free & flat rate charges. Add \$80 for lift-gate delivery.

Celina Tent ships to all 50 states, APO/FPO addresses (USPS Only), U.S. territories and possessions and over 150+ countries. See below for information on shipping to Alaska, Hawaii, Canada, APO/FPO (USPS Only) addresses or on international shipping.

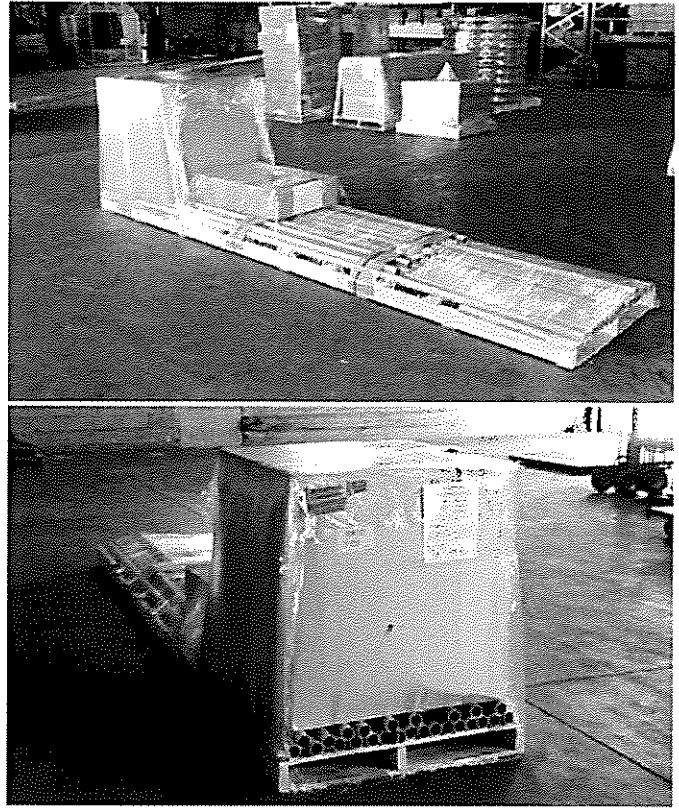
General Shipping Information

Celina's products range from small packages weighing only a few pounds to large freight orders requiring dedicated trucks. Our customer service and logistics teams work diligently to ship your products quickly, accurately, and cost effectively to arrive at your location damage free. Please review the following shipping information to better understand the process.

Information you need to know before ordering:

- We recommend that you order at least 2 weeks prior to your event date. If you MUST have your product delivered on a certain day and at an exact time, we ask that you arrange to pick up your order from our distribution center. That is the only way you can be 100% guaranteed that your delivery experience will be perfect.
- We ask that you verify the "Ship To:" address listed on your quote for accuracy. Re-consignment, re-delivery, or storage fees are the responsibility of the customer.
- Large packages will ship ground freight.
- You may need a forklift to unload your deliveries. Most of our freight products are very large items (long poles, long skids, heavy materials, etc.).
- Extra fees will apply for lift-gate delivery. To avoid additional charges after placing your order, please notify your customer service representative if you will need this service prior to completing your purchase.
- A signature upon receipt is required for all freight deliveries.
- Any customer who arranges their own shipping (on their account) will be charged a fee of \$125. This fee covers the time needed to fill out the additional paperwork required to work with a shipping company not contracted with us.
- There is no additional charge for customer pickups/self-pickups.
- As Celina neither owns nor operates freight trucks, we do not have any control over the freight company's driving skills or exact delivery times.
- Freight rates are subject to change without prior notification.
- All large orders will be shipped from Celina's Distribution Center, FOB Coldwater, OH 45828, freight pre-paid or third party billing.

This is an example of what a typical large tent shipment looks like when leaving the Celina Tent Distribution Center



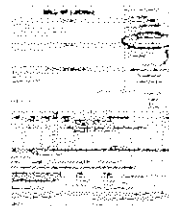
Items in stock will ship within a few days. Production times for items not in stock vary; for larger tents and custom items, production can take anywhere from 7 to 14 days. Due to changes in production flow, lead times can vary tremendously from week to week. Orders are produced and/or shipped on a first come, first serve basis. If you need an order shipped faster, contact our customer service team (rush charges may apply).

After your order ships

You will receive an email from Celina Tent, Inc. with a copy of your Bill of Lading.

To schedule a delivery or track a shipment call 419-873-5238, or track your shipment on the web at <http://dlsworldwidetracking.rtd.com/> (the Bill of Lading number is required).

Sample Bill of Lading



Information you need to know when receiving a shipment

All shipments are loaded on the freight line damage-free, properly packaged for transit, and signed for as such by the freight carrier. Celina Tent's responsibility for the product ends at that point and the freight carrier assumes responsibility. We attach caution and warning labels to many of our products that are shipped by common carrier, to remind the customer to thoroughly inspect all packages before signing the delivery receipt. If there is damage, please note the damage on the delivery receipt.

As a service, Celina will assist the customer in filing freight claims for prepaid shipments under the following conditions:

- Customer inspects the shipment before signing the Delivery Receipt. The Bill of Lading will list the quantity of skids and/or bundles of poles you should receive with your order. Please refer to the Bill Of Lading to confirm you have received the correct number of skids.
- Customer notes all damage and shortages on the Delivery Receipt.
- Customer notifies Celina Tent within 7 working days of the shipment's delivery of all damage and/or shortages.
- Customer documents all damages with photographs. Email the photographs to your customer service representative when initiating claim.

Failure to note shortages and/or damages on the delivery receipt and/or failure to notify Celina Tent within 7 working days of the delivery constitutes a waiver of claim. Customer will then be responsible to recover any charges incurred with replacing damaged goods. Freight claims for third party and/or collect shipments are the responsibility of the customer. Enclosed in your shipment you will find a packing list. Please unpack the freight and check your order thoroughly as soon as possible. The freight driver may not be willing to wait while you inspect your shipment along with the packing list provided. Please be sure to confirm all skids and/or bundles that are listed on the Bill of Lading have been received before signing the Delivery Receipt. ANY DISCREPANCIES MUST BE REPORTED WITHIN 7 DAYS OF RECEIPT OF SHIPMENT.

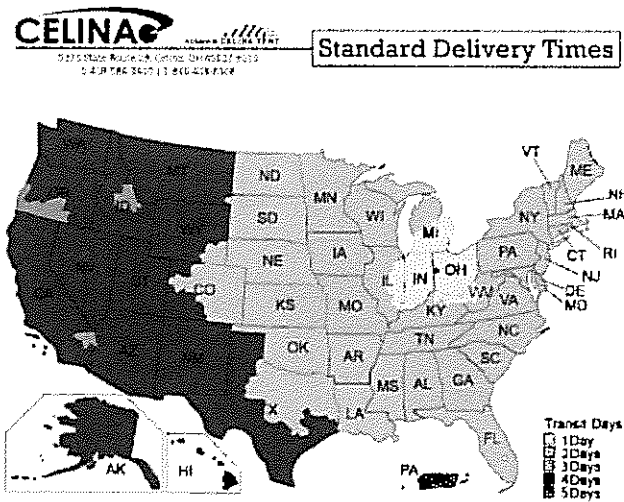
International Shipping Rates

Celina Tent will calculate shipping to the port of export or your Freight Forwarders US Warehouse. Please provide your customer service representative with that information so they may calculate proper shipping rates.

International door-to-door service is only available to Canadian customers.

Standard Transit Times (Domestic Ground)

This map gives approximate transit times (excluding weekends and holidays). Times can be affected by variables outside of our control.



FAQ's for UPS or Small Parcel Shipping

Will my purchase ship UPS?

Depending on the size of your order, the most economical way to receive your product may be small package. Your customer service representative will help you determine if this is the case. If this is your preferred way to receive your material, some large shipments can be shipped UPS but may have additional charges based on the size. Please see the guide lines below.

- Packages can be up to 150 lbs (70 kg).
- Packages can be up to 130 inches (330 cm) in length and girth combined: Length + (width x 2 + Height x 2).
- Packages can be up to 108 inches (270 cm) in length.
- Packages with a large size-to-weight ratio require special pricing and dimensional weight calculations.

If a package is over 130 inches after calculating the girth, there will be an extra \$55.00 Charge.

If a package is over 108 inches in length, there will be an additional charge of \$50.00. Most packages of this length will be large enough that both the over-length and over-girth charges applied.

Can my small package ship Internationally?

Yes. UPS delivers packages all over the world. They will also process your customs duties and taxes for a fee. Please call or visit UPS.com for a list of guidelines and charges. A basic outline of estimated brokerage fees to Canada is below. These do not include duties or taxes; customers should contact UPS for specific details or a list of fees to other destinations.

Order Value	Shipping Cost
\$0.00 to \$20.00	FREE
\$20.01 to \$40.00	\$7.00

\$40.01 to \$100.00	\$19.45
\$100.01 to \$200.00	\$29.00
\$200.01 to \$350.00	\$47.00
\$350.01 to \$500.00	\$52.75
\$500.01 to \$750.00	\$59.95
\$750.01 to \$1,000.00	\$67.10
\$1,000.01 to \$1,250.00	\$74.25
\$1,250.01 to \$1,600.00	\$78.95
\$1,600.01 to \$5,000.00	\$83.30

I have my own Customs Broker; can I have my material cleared by them instead of UPS?

Yes. If a shipment's value is over \$20.00, UPS will contact the consignee to determine how they would like to have the material cleared. If you opt to use your own broker, UPS will send the information they have for your shipment to the broker you chose for a fee. This will not include NAFTA certificates or customs invoices. Please have your broker contact the Celina Tent Logistics team for these documents if needed at shipping@celinatent.com.

If you opt to use UPS to clear the materials they will go over the charges due with the customer at that time. UPS will automatically clear all packages with a value of less than \$20.00 free of charge.

Can I reroute a UPS small package shipment before it has been delivered? Is there an extra charge?

Yes, packages can be rerouted to a new delivery address prior to delivery. A fee of \$150.00 dollars plus all applicable carrier fees will be charged. Please contact your sales representative with your new destination so that additional fees can be calculated.

FAQ's Heavy Freight / Common Carrier / Semi-Truck Deliveries

Why is my order shipping heavy freight and not by UPS or FedEx?

Most items we sell are too large or too heavy to ship using a small parcel carrier, making the most efficient option to ship using a common carrier or heavy freight carrier. Freight shipments are the best choice for shipments weighing between 150 pounds (68 kgs) and 15,000 pounds (6,800 kgs). For orders greater than 15,000 pounds (6,800 kgs), orders are transported by Full Truck Loads or dedicated delivery.

Can I reroute a freight shipment before it has been delivered? Is there an extra charge?

Yes, shipments can be rerouted to a new delivery address prior to delivery. A fee of \$150.00 dollars plus all applicable carrier fees will be charged. Please contact your sales representative with your new destination so that additional fees can be calculated.

Who will actually transport my shipment?

Celina Tent utilizes a network of carriers to provide our customers with the best prices, service, and transit times. The carrier assigned to your shipment will be determined based on this criteria the day your order ships. Specific carrier and tracking information will be available upon request the day after shipment.

What is residential/non-commercial/limited access delivery?

Any destination not defined as a business is classified as a residential, non-commercial, or limited access area. Carriers define a business as a location that opens and closes to the general public at set times each day in normal business areas. Examples of areas that are not standard business locations include:

- Private Residences/Apartment Complexes
- Some Schools (especially those without receiving docks)
- Churches
- Camps
- Dormitories
- Businesses Conducted from Residences
- Mini-Storages
- Construction Sites
- Fairs or Carnivals
- Prisons
- Military Bases/Installations
- Mine Sites

Can my shipment be delivered to my residence? Are there additional fees?

Yes, and yes. Residential delivery is available for an additional \$50.00 fee.

How do I unload the truck?

You should assume that your product will be delivered on a tractor/trailer rig that uses a 53 foot enclosed trailer. It is the truck driver's responsibility to make sure that your product is brought to the rear of the trailer, but it is the customer's responsibility to unload the product. The best way to unload freight shipments is at a commercial height truck dock, using a forklift. If this isn't feasible, the product can be unloaded by hand out of the rear of the trailer.

Lift-gate delivery may also be an option in some areas, however keep in mind that lift-gate delivery works best with shorter items (less than 72"/1.8 m square), and most canopy tent components are 96"/2.4 m to 263"/4.1 m long, meaning some hand unloading may still be necessary.

What is lift-gate delivery?

Lift-gate delivery means that the truck will have a platform on the rear of the truck that can lower to the ground. Tractor trailers are approximately 56" (1.4 m) above the ground, designed to load and unload at a loading dock or with a fork-lift. If your delivery location does not have a loading dock or fork-lift and the item is too heavy to remove from the trailer by hand, a lift-gate will come in handy. Additional fees will apply for tailgate delivery service.

The driver will bring any items to the gate for you to unload. You must be available to take the items from there. Lift gates are ideal for deliveries to residential areas, as well as commercial areas that have no docks like stores.

Do I need lift-gate delivery?

Due to the additional fees and difficulty in arranging lift-gate delivery, there are several ways to avoid paying lift-gate delivery costs. Before deciding on lift-gate delivery, consider whether you have:

- a loading dock or forklift
- the individual items in your shipment are light enough for you to remove by hand
- you can drive and pick up the freight from the closest delivery terminal (terminal delivery is often a good way to save both lift-gate and residential delivery fees)

Is lift-gate delivery service always available?

No. It's very important to let us know in advance if you will require lift-gate delivery, since most trucks are not equipped with a lift-gate. Carriers are not obligated to provide trucks with lift gates when these trucks or operators are not available.

If the freight has left the Celina Tent distribution center and is in transit, it is unlikely that lift-gate service can be arranged if not previously requested. This is especially true if your freight is loaded in the middle of the truck with other deliveries that have to be made along the route.

Do I need to be present for delivery?

Yes. Whether you choose tailgate or standard delivery, you need to be available to sign for the shipment. If you are unavailable at the time of delivery, you may incur a re-delivery charge. It is important that you inspect the freight for any damages and possible shortages on the truck drivers Bill Of Lading/delivery receipt.

Will the carrier call or notify me when they are coming?

This answer depends on whether the delivery is to a *residential* or *business* location.

Residential

When the product arrives at the freight company's terminal nearest to your destination, the freight dispatcher will call you to set up a delivery date and time at your location. It is important that the freight company has your cell phone or work phone number so that they can make immediate contact with you and not delay the delivery. You will be able to schedule a "delivery window," or period of time when the delivery may arrive. This allows the drivers to accommodate varying levels of traffic and time at different stops.

Business

If your product is being delivered to a recognized business (not a business that is located at a residence) having normal business hours and the facilities for unloading your product, then you will most likely not receive a call scheduling delivery.

Some businesses provide an "arrival call" around 30 minutes prior to the arrival of their truck. This is a service offered by shipping companies, and varies company to company. When on the phone with the freight dispatcher you can ask if they offer these calls. As Celina Tent does not own or operate the shipping companies, we have no control as to whether or not this service is available at any given time.

What happens if the products I received are damaged or lost? Should I refuse delivery?

No, customers should not refuse their delivery based on damage or shortages.

All products should be counted for accuracy and inspected for damage prior to acceptance. If you determine that your shipment has been mishandled in transit, note all damaged and missing materials on the delivery receipt and contact your customer service representative for claims processing or replacement parts. If you do not make a note on the delivery receipt about damage, the chances of a freight claim being honored are very small. Read up on the Damaged Shipment/Freight Claims guide lines.

Shipping any product carries the risk of the product becoming lost or damaged. Products may be picked up at our Distribution Center to bypass the shipping process.

Will Celina Tent replace my order if it is delivered damaged?

Celina Tent is not liable for freight claims and damages sustained during shipping, but we will assist customers through the claims process (detailed here).

It is the freight company's responsibility to deliver the shipment in good condition, and the consignee's responsibility to inspect the shipment and notate any and all damages or shortages. If noted, it is the duty of the consignee to file the freight claim. The customer is bound by the carrier's limits of liability per the rules and regulations of the carrier, as noted in their specific tariffs.

What does "FOB origin" mean?

"FOB" stands for "Free on Board," indicating the point where liability, ownership of the goods, and title for shipment are transferred from the seller to the buyer. All products shipped by Celina Tent are shipped "FOB origin" which means the buyer pays shipping cost and takes responsibility for the goods when the goods leave the shipping point. Download this PDF for more FOB information:



Can you 100% guarantee delivery time and date?

No, Celina Tent can guarantee if a product is in stock at our distribution center, on which date it will be shipped after carrier picks it up that day. We can give you an estimate as to when you should receive your product, but we can't guarantee certain delivery times on that date.

If you must have a product on a certain day, make sure to order as far as possible prior to your event (2 weeks for in-stock items, longer for custom or out of stock products) or pick up your order at our distribution center.

For an extra fee, some carriers offer guaranteed delivery dates that, if missed, waive the cost of freight. Please consult your customer service representative for pricing and availability. If the delivery date is missed, Celina Tent, Inc. will reimburse the cost of freight only.

Can I arrange my own freight pickup?

Yes, we can accommodate these requests. There are a few additional steps that need to be completed for customer-arranged freight pick up.

- Customer-arranged carriers must furnish a Bill of Lading.
- An additional fee is charged to cover additional paperwork for non-contracted shipping companies.
- Truck loading is available from 8:30 am to 4 pm EST.
- Make sure the truck has adequate room for product. Celina Tent cannot rearrange materials already inside the carrier's truck or trailer as this is a liability issue.

Can I pick up my order myself?

Yes. Once you call ahead and schedule a pick up time (between 8:30 am and 4 pm), you can pick up your order at the Celina Distribution Center located in Coldwater, Ohio. There are no extra packaging fees if our products are loaded on your truck and/or trailer. All customer pickups must be prepaid and have the pickup date and time scheduled. Here are directions to the Coldwater Distribution Center

Is expedited or rush delivery available?

Yes. Contact a Celina Tent Customer Account Manager for help with your request.

I don't have a truck dock or the space for the delivery, can I pick up my order at the carrier's freight terminal?

Yes. Freight companies have hundreds of terminals located throughout the USA & Canada. Working with Celina Tent Customer Account Managers, we can find the closest freight terminal to your location. Once your shipment arrives at the terminal, the freight dispatcher will give you a call to arrange pickup within 48 hours of the call. Due to the range of terminal operating hours and loading procedures, you may want to call the terminal in advance to ask about procedures. Terminal pick up requires identification, and most locations will load the product into a trailer or pickup truck.

FAQ's International Shipping**I live in another country. Do you ship orders internationally?**

Yes, we ship orders all over the world. Large orders that can't be shipped via UPS will require customs clearance, usually done by a customs broker or forwarding agent depending on your destination.

All order communication will occur via E-mail and through Celina's chat service, it is very important that your e-mail address is current. Please verify that the shipping address and contact information are correct.

How much is it for international shipping?

Your shipping cost will be determined by the size and weight of your order, and the shipping destination. International shipments are calculated on a per-order basis by a Celina Tent Customer Account Manager - contact us for a shipping estimate. Celina Tent only provides door-to-door international shipping to Canadian customers. All other international orders will ship to the consignee's port of export or freight forwarder's warehouse.

PLEASE NOTE: Certain countries charge additional customs fees and independent carrier charges. Celina Tent cannot anticipate these costs and will not be able to reimburse you for any additional fees incurred. Before placing your order, please contact your local customs office to find out what kinds of fees you can expect.

Are there any other charges, taxes or duties?

You may be subject to import duties and taxes that are levied once a shipment reaches the destination country. Neither the transportation company nor Celina Tent can be held liable for any additional charges you may incur. Additional charges for customs clearance must be paid by you. Celina Tent has no control over these charges and cannot predict what they may be. Depending on the country, you may need to have a broker or freight forwarder process your incoming order for customs clearance. Please consult your local customs office to see if this is needed and for a list of approved brokers/forwarders.

Each country has its own customs regulations that may or may not apply to products or material included in your order. When ordering from Celina Tent, you are considered the Importer of Record and must comply with all laws and regulations of the country in which you are receiving the goods.

Each order will be accompanied by a customs form that will document what is in the package and its dollar value. If anything is damaged, customs officials will need to know the value of the items. Contact your local customs office for further information.

What does a customs broker or freight forwarder do?

Customs brokers or forwarding agents are third party companies that process shipments for clearance into different countries. These companies are employed by the customer to help them navigate the customs process and ensure timely clearance of materials moving into other countries.

Related Topics

Shipment Tracking

Damaged Freight Claims

Return Policy

Product Warranty Claims

CELINA PARTY TENTS

(866) 767-9242

Customer Service

Product Support

Instruction Manuals

Tent Parts

Knowledge Center

Customer Service

Contact Us

GSA Sales

About Us

Privacy Policy

Order Tracking

Secure Shopping

Forgot Password

GSA



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ALL PRODUCTS

ABOUT US

KNOWLEDGE CENTER

CELINA TENT UK

BLOG

Enter keyword(s)

SEARCH

SHOP OUR PRODUCTS

Tents

Tent Parts

Tent Accessories

Equipment & Maintenance

Tables & Chairs

Custom Printed Items

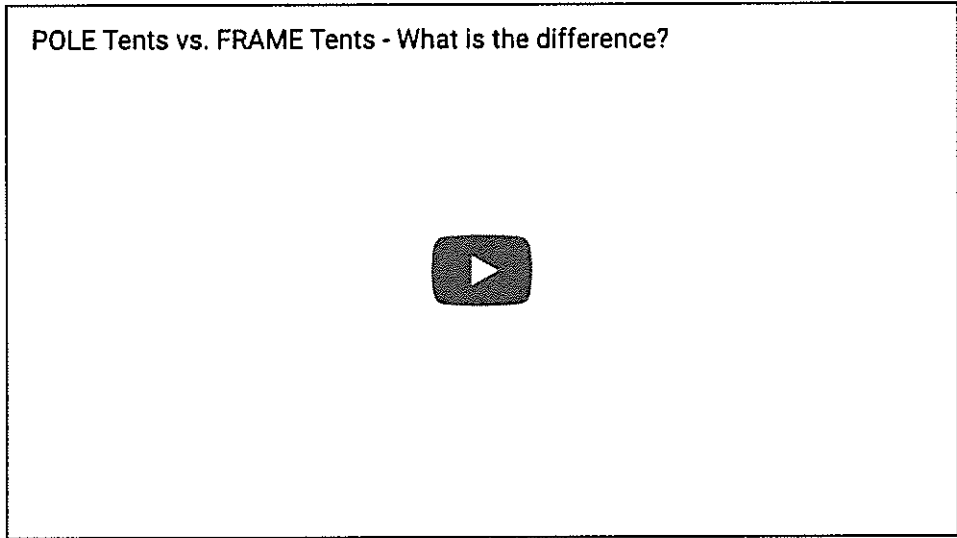
Agriculture

Dog Agility Equipment

Truck Tarps

Pole Tents vs. Frame Tents

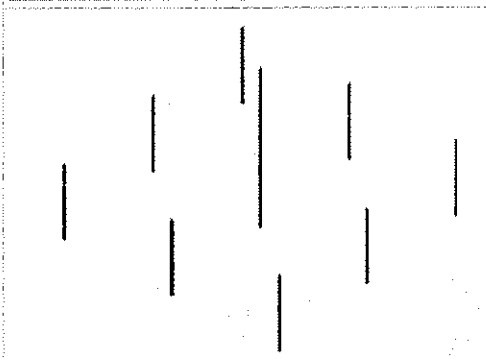
When choosing the basic style of support for your tent, the two most common options are our Classic Frame and Classic Pole set ups. Because they differ so much in installation method and important points, we've broken the comparison down to a simple chart and video:



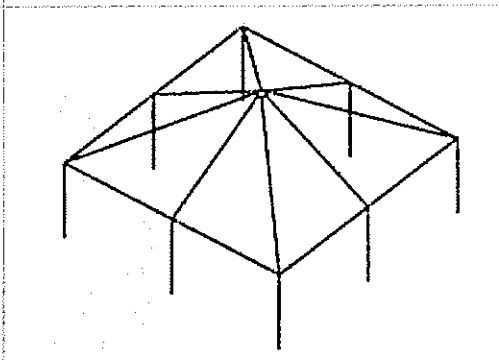
Pole Tents



Frame Tents



Center and Side Poles



Frame System



Advantages of a Pole Tent include:

- 1. Lower price than similar sized frame tents
- 2. Easy to install

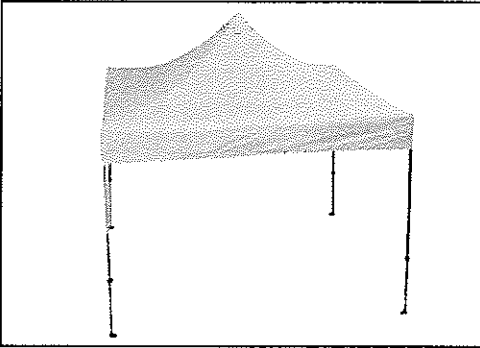
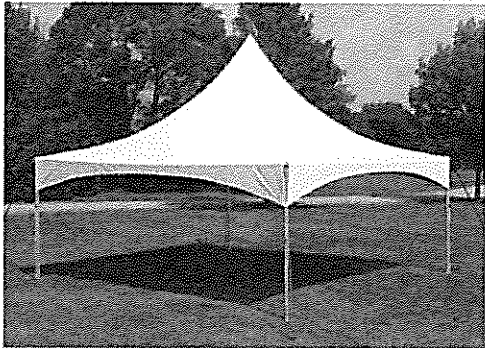


Advantages of a Frame Tent include:

- 1. No center poles or obstructions
- 2. Flexible layout/floor plan options

Pole Tents vs. Frame Tents: Important Differences

<ul style="list-style-type: none"> 3. Available in widths up to 80' (24 m) 4. Easy to transport; fewer parts and less space 	<ul style="list-style-type: none"> 3. Freestanding 4. Aesthetically pleasing
<p>Disadvantages of a Pole Tent include:</p> <ul style="list-style-type: none"> 1. Requires a larger installation footprint 2. Staking is critical 3. Inside views can be obstructed by center poles 	<p>Disadvantages of a Frame Tent include:</p> <ul style="list-style-type: none"> 1. More hardware and components 2. Possible transportation issues 3. Maximum 40' (12 m) width
<p>Celina Pole Tent Brands:</p> <ul style="list-style-type: none"> Presto Series Pole Canopies Classic Series Pole Tents TP Series Tents Premiere I Series High Peak Pole Tents Premiere II Series Engineered High Peak Pole Tents 	<p>Celina Frame Tent Brands:</p> <ul style="list-style-type: none"> Classic Series Frame Tents Classic Series Gable Frame Tents Master Series Frame Tents Master Series High Peak Frame Tents
<p>Video: Pole Tent Basics</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Pole Tent Basics - Tensioning Meth...</p>  </div>	<p>Video: Frame Tent Basics</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Frame Tent Basics - Removing the ...</p>  </div>

Other Tent Styles available at Celina Tent:

<p>Pop Up Canopies</p>  <ul style="list-style-type: none"> Fast Shade Pop Up Canopy Pronto Pop Up Canopy Athens Utility Shelter 	<p>Cross Cable Tents</p>  <ul style="list-style-type: none"> Pinnacle Series High Peak Frame Tent Pinnacle Series Hexagon High Peak Frame Tent
<p>Fabric Structures</p>  <p>PROspan Fabric Structure</p>	<p>Truss Arch Shelters</p>  <p>Truss Arch Shelter</p>