

Shoemaker Jukebox Rentals Venue Delivery and Pickup Policy

GOAL: To establish a delivery schedule that works for both venue managers and our mutual clients.

INSURANCE: Additional Insured requests should be submitted no less than 10 days in advance.

LOGISTICS: We supply everything we need, including the table and a black tablecloth. Stairs are not a problem as the machine can be moved up steps. We just need a standard electrical outlet. In the case of the event being outdoors the machine must be covered by a tent or some other structure (see outdoor event policy).

DELIVERY:

- **We deliver the day of the event.** It only takes 5-15 minutes.
- We seek to understand an accurate party start time, and the time in which the doors will open, so we can schedule a delivery at the appropriate timeframe.
- We are generally seeking a minimum 2-hour window of time when possible.

PICKUP:

- **Pickup will be scheduled the next day** for any events ending in the evening. It only takes 1-5 minutes.
- We seek to understand the time in which the doors will open the following morning/day and what time the next event in the room will start so we can get it out of the venue's way.
- We understand that there is a risk involved in leaving equipment unattended. We acknowledge and have insured ourselves against this limited risk.
- Our insurance documentation is attached so that you may have proof of insurance on our equipment and company operations.
- If the machine needs to be removed from the room, it can be put on a specialized cart (with advanced notice) that will make it easy to simply roll it out of the way temporarily.

FOR HOSPITABLE VENUES:

- Fortunately, a great majority of venues will work with us to create a low-stress and memorable event for our mutual clients. Thank you!
- Please email office@shoemakerjukebox.com information on party start time, door opening times for delivery, door opening times for the pickup, and the time in which your next party starts.
- We offer a free listing on our venue directory website www.hallrentalreviews.com and 1 free rental a year to any hospitable venue! Just ask us and we'll help set that up.
- We offer commissions for events which you sell directly to the client. Ask us about our commission program!

FOR VENUES THAT WILL NOT WORK WITH US:

- It is less than idea for the customer to move the machine, but it can be done.
- We've found that there is always a way to establish simple strategies with little to no effort on the venue manager's behalf. Nevertheless, some venues will not accommodate or communicate to make it work.
- **Just so we are all on the same page; Shoemaker Jukebox does not offer late night pickups and cannot come out late at night to pick up the equipment.**
- The customer must pack up and move the equipment for pickup from a different location the following day.
- Notify us in advance so we can leave instructions on how to properly move the equipment.
- Notify us in advance of the pickup address so we can plan our delivery/pickup schedules accordingly.

Questions? Please contact Shoemaker Jukebox Rentals
1-888-995-8532 | www.shoemakerjukebox.com | office@shoemakerjukebox.com

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