



## CONGRATULATIONS ON YOUR ENTRY!

Mahaffey Event & Tent Rentals is honored to be your exclusive rental provider. We look forward to working alongside you on all your rental needs, from tents to tabletop! Feel free to reach out to MK and Caleigh about our other services that fit your vision for your team's space.

## PAYMENT INFORMATION

A 40% deposit is due at the time of order with the remaining balance due by Friday at 5:00pm, April 12, 2024. No items are reserved until a signed contract and deposit is received. If your payment is not paid in full by April 12th, we will be unable to guarantee availability for your items. All payments will be made electronically this year. Upon submission of this document, a link for payment will be sent to you via text and email that was provided on your order form within 48 hours. Please note that our Payment Processor accesses a 3.5% service fee for all card use. If you'd like to avoid this fee, please utilize the ACH payment method through the same link.

**DON'T WAIT! TENT & FLOORING  
AVAILABILITY IS LIMITED ON SELECT  
SIZES AND MUST BE ORDERED BY 4/12.**

We look forward to working with you!

*MK Reaves*

📞 901.652.6350

*Caleigh Rodriguez*

📞 662.292.5374

✉️ [smokeslam@mahaffeytent.com](mailto:smokeslam@mahaffeytent.com)

# ORDER FORM QUESTIONAIRRE

Team Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_  
Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Size \_\_\_\_\_



Is your booth facing the River?

Yes

No

Load in Date & estimated time:

\_\_\_\_\_

(date)

(time)

Will Mahaffey need to wait for your cooker, trailer, POD, etc. to be in place before we install your tent/floor/accessories?

Yes, you must wait

No, you can install

*If Mahaffey must wait for your items to be in place, when will these items be in place?*

\_\_\_\_\_

***\*This does not mean your items will be installed on the date your items are in place.***

***You MUST text MK at 901-652-6350, or Caleigh at 662-292-5374 when you are ready for your items to be installed and you will be put on a list in the order it was received.***

Will you be having an event on Wednesday?\*

Yes

No

Tent Leg Height: 8ft tall  10ft tall

***\* 10' legs ARE NOT available for tents on scaffolding.***

Is your tent going on top of Scaffolding?

Yes

No

# of levels of Scaffolding:

\_\_\_\_\_

***\*Additional cost to put tent on top of any levels of scaffolding. See tent sheet for pricing.***

Size of the scaffolding the tent will go on: \_\_\_\_\_

**(Size of your tent should have a 1ft or larger border on all sides to properly anchor to scaffolding)**

When is scaffolding scheduled to be setup (date & time): \_\_\_\_\_

# REMINDERS & ACKNOWLEDGEMENTS



## I. LIABILITY & PAYMENTS

Customer must read their contract in its entirety. Please make sure all notes and items are correct on the contract. Customer must sign off on contract and this document before installation. The lack of signing either document will put you in the back of the line to get your items.

Initial \_\_\_\_\_

A 40% deposit is due at the time of placing your order. The balance is due April 12th. If full payment is not made in full by this date, your items are not guaranteed.

Initial \_\_\_\_\_

When we get to your site to pick up items, if items are left anywhere but the bottom level of scaffolding, a labor fee of \$5.00 per table/chairs will apply. If any other accessories are on the top level, additional fees will apply based on the item.

Initial \_\_\_\_\_

## II. DIAGRAM IMPORTANCE & ACCURACY

On your diagram, please show measurements of where your tent/floor will start inside your booth.

Initial \_\_\_\_\_

On the diagram, if you want your walls installed, you must show where you want them hung. If it is not notated on the diagram, we will not install. We will install walls one time only. If you remove the walls, we will not put them back up.

Initial \_\_\_\_\_

Mahaffey will place your tent/flooring in your booth according to your diagram. If we place the tent/flooring correctly according to your diagram and you choose to have it moved, there will be a move fee.

Initial \_\_\_\_\_

## III. WEATHER REMINDER

All items should be kept out of the weather elements. A replacement fee will apply to any items left in the weather.

Initial \_\_\_\_\_

If we have windy weather, we are unable to install the walls until the wind has died down. We will follow this protocol per festival organizer.

Initial \_\_\_\_\_

## IV. INSTALL & DISMANTLE INFORMATION

We start dropping off accessories on Monday night (5/15)\* starting with standard tables and chairs. Any other accessories will be dropped off on Tuesday/Wednesday.

Initial \_\_\_\_\_

All accessories will be dropped off and picked up on the bottom level of your booth. We will not deliver or pickup any items on top of scaffolding.

Initial \_\_\_\_\_

We will start pickup of accessories starting at 5:00am the morning of 5/19. Please make sure all your items are separated from our items. All tables, bars etc. should be clear of your items. If they are not clear, we will move on to the next booth. This could delay the process of you getting your equipment out of your booth.

Initial \_\_\_\_\_

Customer must take pictures and count all items before leaving their booth. If we go onsite to pick up items and items are damaged and/or missing, you will be charged accordingly.

Initial \_\_\_\_\_

The customer will be liable for any damage of items when moving out cookers or equipment before Mahaffey has been able to remove or dismantle your tent, flooring, accessories, etc.

Initial \_\_\_\_\_

**This document must be initialed, signed and returned with your order form or your items will not be reserved.**

Team Name & Booth Number: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*PRICING DOES NOT INCLUDE 10% LABOR CHARGE OR SALES TAX\*\*\***

2024 Official Tent Order Form		Team Name: _____					
TENT DESCRIPTION	BY 04/11	AFTER 4/12	QTY	ADD MARKET LIGHTS	X	ADD 10FT LEGS	X
<b>*IF YOUR TENT IS GOING ON SCAFFOLDING, SEE YELLOW PRICING BELOW</b>							
10' X 10' Frame Tent	\$ 3 69.00	\$ 5 00.00		\$ 74.00		\$ 50.00	
10' x 20' Frame Tent	\$ 5 85.00	\$ 8 00.00		\$ 1 11.00		\$ 80.00	
10' x 30' Frame Tent	\$ 8 46.00	\$ 1,160.00		\$ 1 48.00		\$ 1 16.00	
15' x 15' Frame Tent	\$ 5 49.00	\$ 7 60.00		\$ 1 48.00		\$ 76.00	
*** 16' x 24' Frame Tent	\$ 8 10.00	\$ 1,130.00		\$ 1 48.00		\$ 1 13.00	
20' x 20' Frame Tent	\$ 8 73.00	\$ 1,177.00		\$ 1 48.00		\$ 1 17.00	
***20' x 25' Frame Tent	\$ 9 63.00	\$ 1,310.00		\$ 1 85.00		\$ 1 31.00	
20' x 30' Frame Tent	\$ 1,035.00	\$ 1,390.00		\$ 1 85.00		\$ 1 39.00	
20' x 40' Frame Tent	\$ 1,224.00	\$ 1,642.00		\$ 1 85.00		\$ 1 64.00	
*** 25' x 30' Frame Tent	\$ 1,287.00	\$ 1,775.00		\$ 2 22.00		\$ 1 77.00	
*** 30' x 30' Frame Tent	\$ 1,377.00	\$ 1,905.00		\$ 2 22.00		\$ 1 90.00	
*** 30' x 40' Frame Tent	\$ 1,755.00	\$ 2,430.00		\$ 2 22.00		\$ 2 43.00	
***30' x 45' Frame Tent	\$ 1,890.00	\$ 2,625.00		\$ 2 59.00		\$ 2 62.00	
			TOTAL:	TOTAL:		TOTAL:	
<b>*SCAFFOLDING TENT PRICING</b>							
	BY 4/11	AFTER 4/12	QTY				
Tent on 1st Floor Scaffolding (ALL tent sizes)	\$ 450.00						
Tent on 2nd Floor Scaffolding (10x, 15x, 20x, & 25x tent sizes)	\$ 720.00						
Tent on 2nd Floor Scaffolding (30x & 40x tent sizes)	\$ 1,125.00						
			TOTAL:				
10 FT LEGS CANNOT GO ON SCAFFOLDING TENTS							
TENT ACCESSORIES	BY 4/11	AFTER 04/12			QTY		
Tent Fire Permit (MANDATORY on all tents 400sqft. & above)	\$40.00	\$ 50.00					
Fire Extinguisher	\$ 35.00	\$ 45.00					
350lb Concrete Weight	\$ 50.00	\$ 55.00					
700lb Concrete Weight	\$ 65.00	\$ 70.00					
White Tent Wall, 8' x 20' Section	\$50.00	\$60.00					
White Tent Wall, 10' x 20' Section	\$70.00	\$80.00					
***4 Globe Chandelier (price includes install & 25' ext. cord)	\$70.00	\$ 80.00					
LED Exhibit Light (price includes install & 25' ext. cord)	\$ 70.00	\$ 80.00					
						TOTAL:	



(\*\*\*these items have limited availability)

**\*\*\*PRICING DOES NOT INCLUDE 10% LABOR CHARGE OR SALES TAX\*\*\***

FLOORING	BY 4/11	QTY	BY 4/11	QTY
Lay of Land (Sizing)	3" Expo Floor		Bil-Jax Floor	
10' x 12'	\$ 332.00		\$ 575.00	
10' x 20'	\$ 553.00		\$ 957.00	
10' x 32'	\$ 884.00		\$ 1,530.00	
14' x 16'	\$ 620.00		\$ 1,070.00	
16' x 16'	\$ 708.00		\$ 1,224.00	
16' x 24'	\$ 1,060.00		\$ 1,836.00	
20' x 20'	\$ 1,105.00		\$ 1,912.00	
20' x 24'	\$ 1,326.00		\$ 2,295.00	
20' x 30'	\$ 1,658.00		\$ 2,869.00	
20' x 40'	\$ 2,210.00		\$ 3,825.00	
26' x 32'	\$ 2,300.00		\$ 1,428.00	
26' x 40'	\$ 2,873.00		\$ 4,973.00	
30' x 24'	\$ 1,989.00		\$ 3,443.00	
30' x 32'	\$ 2,652.00		\$ 4,590.00	
30' x 44'	\$ 3,822.00		\$ 6,311.00	
Additional 4' x 4'	\$ 45.00		\$ 76.00	
	TOTAL:		TOTAL:	
ASTRO TURF	BY 4/12		SQFT QTY	
BLACK ASTRO TURF PER SQFT (FLOORING ONLY)	\$ 1.50			
GREEN ASTROTURF PER SQFT (FLOORING ONLY)	\$ 1.50			
(CHECK YOUR COLOR CHOICE)	<input type="checkbox"/> BLACK	<input type="checkbox"/> GREEN	TOTAL SQFT:	
TN Sales Tax	9.75%			
Delivery Fee	\$ 60.00			
			SUB TOTAL:	
***IF YOUR BIL-JAX FLOORING NEEDS TO BE LEVEDED, CONTACT YOUR SALES REP FOR ADJUSTED PRICING				
FULL PAYMENT IS DUE BY APRIL 12, 2024				
TO CALCULATE SQFT OF FLOORING, MULTIPLY THE 2 NUMBERS TOGETHER.				

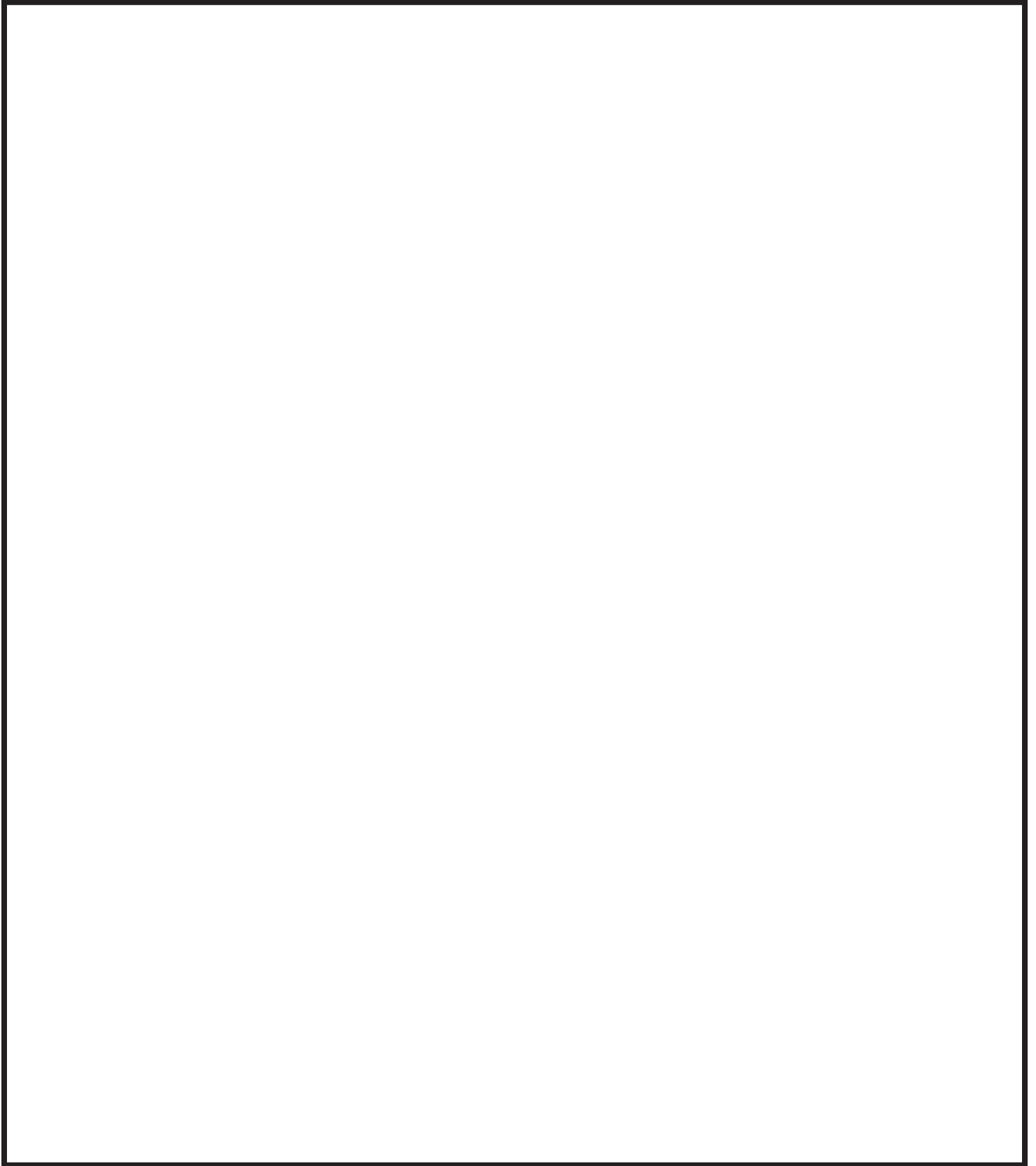
(\*\*\*these items have limited availability)

**\*\*\*PRICING DOES NOT INCLUDE 10% LABOR CHARGE OR SALES TAX\*\*\***

ACCESSORY DESCRIPTION	BY 04/11	AFTER 4/12	QTY
Black Folding Chairs	\$ 3.00	\$ 5.00	
Black Padded Folding Chairs	\$ 6.00	\$ 8.00	
Wooden Pub Stools	\$ 10.00	\$ 14.00	
6' Rectangle Table	\$ 24.00	\$ 31.00	
8' Rectangle Table	\$ 24.00	\$ 31.00	
48" Round Table	\$ 24.00	\$ 31.00	
60" Round Table	\$ 24.00	\$ 31.00	
30" x 42" Round Standing Cocktail Table	\$ 24.00	\$ 31.00	
36" x 42" Round Standing Cocktail Table	\$ 24.00	\$ 31.00	
***24" Pedestal Fan (includes 25' ext. cord)	\$ 70.00	\$ 82.00	
***12" Upright Fan, on Tent Leg (includes 25' ext. cord)	\$ 90.00	\$ 116.00	
Barricade, 6' Wide Section	\$ 63.00	\$ 80.00	
TN Sales Tax	9.75%		
Delivery Fee	\$ 60.00		
		SUB TOTAL:	

(\*\*\*these items have limited availability)

# SITE MAP



(BACK OF THE TENT)