

# PLANT RENTAL

## ASSOCIATION ORDER FORM

*E-mail form to:*  
Landscaping Supervisor  
Plants@hccaeg.com

NAME OF EVENT		INSTALL DATE		/ REMOVAL DATE	
EXHIBITING FIRM		BILLING CONTACT		MEETING ROOM NUMBER(S)	
ADDRESS		CITY	STATE	ZIP	
ON SITE SHOW CONTACT		TELEPHONE NO.	FAX NO.		
DELIVERY DATE	TIME	PICK UP DATE		TIME	

**BILL TO ACCOUNT**

By completing the line below, I am authorizing plant rentals associated with this order to be charged to the master account.

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE
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**ADVANCE ORDERS MUST BE RECEIVED NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.  
A REPLACEMENT FEE OF \$50.00 WILL BE CHARGED FOR ANY PLANTS THAT ARE MISSING OR DAMAGED.  
PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.**



We have other plants available in limited quantities. For more information, please contact our Landscaping Supervisor at:  
(808) 943-3036 or  
(808) 479-1761.

4' - 6' ARECCA PALM

QUANTITY	ADVANCE ORDER	STANDARD ORDER	AMOUNT
	\$15.00 / Event	\$25.00 / Event	\$

**PLANT RENTAL INCLUDES DAILY WATERING AS NECESSARY (DEPENDING ON THE LENGTH OF THE RENTAL)**  
Please call our Landscaping Supervisor at (808) 943-3036 or (808) 479-1761 for questions/changes.

**PLEASE INCLUDE YOUR FLOOR PLAN FOR PLANT LOCATION**

**PLANT RENTAL ORDER FORM INFORMATION**  
(Association Orders)

Conditions for processing Plant Rental order forms are:

1. Plant rentals are 4-6' Arecca Palms.
2. Other plants are available in limited quantities. For more information, please contact our Landscaping Supervisor at (808) 943-3036 or (808) 479-1761.
3. Plant Rental includes daily watering or change-out, as necessary.
4. Meeting Room (s) or Booth Number (s) must be identified on form.
5. Prices subject to change without notice.
6. Please email plant rental form to: [plants@hccaeg.com](mailto:plants@hccaeg.com).
7. SIGNING THE PLANT RENTAL ORDER FORM IS AUTHORIZATION FOR THIS ORDER TO BE CHARGED TO THE MASTER ACCOUNT. Date payment is received shall determine the applicable rate.
8. Unpaid balances are subject to past due penalties.
9. All plants furnished by HCC shall remain the property of HCC and shall be removed by HCC at the close of the event.
10. There is a \$50.00 replacement fee for any plant damaged or missing.