



Special  
Occasions  
PARTIES & EVENTS



## CORPORATE EVENTS

WEDDINGS

ANNIVERSARIES

BIRTHDAYS

FESTIVALS

THEMED PARTIES

CHARITIES

[WWW.ONESTOPPARTYSHOP.NET](http://WWW.ONESTOPPARTYSHOP.NET)

1435 NW 9TH ST

CORVALLIS, OR 9730

TEL 541.752.7255 FAX 541.758.0079



**Special Occasions** is the premier source for all of your tent and special event needs in the Western Oregon and beyond. With over 25 years of experience, you can trust in our team to make your event unforgettable! In addition to our extensive inventory in china and glassware, tents and stages, tables and chairs, fine linen and more, we have the knowledge and experience that is critical to executing a successful event.

When selecting partners to assist you in planning and equipping your event it is important to know that you will not be disappointed. In addition to our impeccably maintained and clean inventory we have a fully computerized reservation and point of sale system to ensure that your order is entered and tracked accurately. You can browse our comprehensive web site to see our product catalog, services, and gallery to help get you started in the planning stages. Our full service showroom and design center allows you to build mock-ups of your centerpieces, see different linens on tables, and get a feel for what your event will look like . Once you have the details figured out, our PartyCAD design software will allow us to show you exactly how your space will look and optimize the layout for any situation. To top it all off, you will be working with a family owned business that for three generations has built its reputation on customer service and doing business the right way!

We look forward to the opportunity to be a part of your next event, large or small.

Sincerely,

THE EXPERT STAFF AT



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**[www.onestoppartyshop.net](http://www.onestoppartyshop.net)**  
**T 541.752.7255 F 541.758.0079**

Please come by our showroom at:  
**1435 NW 9th Street**  
**Corvallis, OR 97330**

## DINNERWARE

### **Ivory with Gold Trim**

Dinner Plate 10"	.40
Luncheon Plate 9"	.35
Salad Plate 7 1/4"	.30
Bread & Butter / Dessert Plate 6"	.30
Snack Plate	.35
Cup	.30
Saucer	.30
Dessert Bowl	.30
Soup Bowl	.35
Vegetable Bowl	1.00
Sugar or Creamer, set	1.00
Salt & Pepper Shaker, set	1.25
Gravy Boat with Plate	2.00
Platters - 9", 11" or 13"	3.00

### **White with Silver Trim**

Dinner Plate 10"	.40
Salad Plate 8"	.30
Dessert Plate 6"	.30
Dessert Bowl	.30
Cup	.30
Saucer	.30

### **White Regina**

Dinner Plate 10 1/2"	.40
Salad Plate 7 1/2"	.30
Dessert Plate 6 3/4"	.30
Soup Bowl	.35
Cup	.30
Saucer	.30
Mug	.30

### **White Square**

Dinner Plate 10"	.45
Appetizer Plate 9" with Inset	.40
Salad Plate 7 1/2"	.35
Dessert Plate 6"	.35
Cup	.30
Saucer	.30
Platter, 14" Square	3.00
Olive Tray	1.00
Serving Bowl, 12" Square	3.00
Creamer, 4 oz.	1.00
Sugar Packet Dish 5"	1.00
Dressing Server, 12 oz.	1.50
Serving Bowl 12" Round	3.00

### **Glass Square**

Dinner Plate 10 1/2"	.45
Salad Plate 7 3/4"	.35

Dessert Bowl 6"	.35
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### **Black Fusion China**

Dinner Plate 10"	.45
Salad Plate 8"	.35
Dessert Plate 6"	.35
Cup	.30
Saucer	.30

### **Double Rim, White with Silver Trim**

Dinner Plate 10"	.40
Salad Plate 8"	.35
Dessert Plate 6"	.35
Cup	.30
Saucer	.30

### **Glass**

Fleur Glass Plate, 10"	.35
Clear Glass Plate, 8"	.30
Clear Glass Plate, 6"	.30
Fleur Glass Bowl, 5"	.35
Sugar & Creamer	1.00
Salt & Pepper set	1.00
<b>Chargers</b>	
Black	1.00
Burgundy	1.00
Lime	1.00
Orange	1.00

**Note: To avoid 35% cleaning charge, please empty and rinse all glassware and china before returning. Please return all containers and boxes.**

## FLATWARE

### **Lady Astor**

Dinner Knife	.25
Dinner Fork	.25
Salad / Dessert Fork	.25
Teaspoon	.25
Soup Spoon	.25

### **Beefeater**

Dinner Knife	.25
Dinner Fork	.25
Salad / Dessert Fork	.25
Teaspoon	.25

### **Baltic**

Dinner Knife	.25
Dinner Fork	.25
Salad / Dessert Fork	.25
Teaspoon	.25
Tablespoon	.25
Butter Knife	.25

**Hammered**

Dinner Knife	.30
Dinner Fork	.30
Salad / Dessert Fork	.30
Teaspoon	.30

**Euro**

Dinner Knife	.30
Dinner Fork	.30
Salad / Dessert Fork	.30
Teaspoon	.30

**Tid Bits**

Fork	.25
Spoon	.25

**GLASSWARE**

Bolero	.30
Brandy Snifter, 12 oz.	.30
Champagne, Traditional 5 1/2 oz.	.30
Champagne, Flute 6 or 7 1/2 oz.	.35
Champagne, Tulip	.35
Cocktail Shooter	.30
Hi Ball	.30
Iced Tea Glass	.30
Irish Coffee	.30
Liquor Glass	.30
Margarita, Bowl 17 1/2 oz.	.35
Margarita, Coupe 10 1/2 oz.	.35
Martini	.35
On The Rocks, 5, 8, or 14 oz.	.30
Pilsner, Standard	.30
Pilsner, Stemmed	.35
Pint Glass	.30
Punch Cup	.30
Roly Poly, 8 or 11 oz.	.30
Water Goblet	.30
Wine Glass, 6 1/2, 8 1/2, or 10 1/2 oz.	.30
Wine Glass, 20 oz.	.35
Wine Glass, Stemless 17 oz.	.30
Sherbert Glass, 3 1/2 or 4 1/2 oz.	.30
Sundae Glass	.35
Zombie Glass	.30
Pitcher	1.50
Wine Carafe, 1 Litre	1.50

**SERVING****Trays, Stands, Pedestals, & Platters****Stainless**

3 Tier San Marino	15.00
Swan Cake Stand	15.00
Stainless Tray	3.00
Stainless Tray, 18" Round	5.00
Stainless Tray, 20" w/ Gold	5.00

**Hammered**

Hammered Tray, Small 18" x 10"	5.00
Hammered Tray, Medium 21" x 12.5"	6.00
Hammered Tray, Large 24" x 15"	7.00
Silver Hammered Tray, 18" x 24"	7.00
Silver Hammered Tray, 24" Round	7.00

**Silver**

Silver Cake Stand, 14" x 6" Round	15.00
Silver Cake Stand, 18" x 4" Round	15.00
Silver Cake Stand, 18" x 6" Round	20.00
Silver Cake Stand, 22" x 6" Round	25.00
Silver Cake Stand, 22" x 6" Square	25.00
Silver Tray, Footed	7.00
Silver Tray, Round, Oblong, or Square	5.00
3 Tier Silver Tray	10.00

**China**

3 Tier White Tray	10.00
Pedestal, 8" Square w/Ribbon Border	5.00
Pedestal, 11" Square w/Ribbon Border	8.00
Pedestal, 9.5" Round w/Ribbon Border	8.00
Cake Pedestal, 11" White Square	8.00
Cake Pedestal, 14" White Square	10.00

**Glass**

Glass Display Tray w/ Feet, 7" x 11"	3.00
Glass Display Tray w/ Feet, 9" Square	3.00
Glass Display Tray w/ Feet, 10" Round	3.00
Glass Display Tray w/ Feet, 12" Square	4.00
Glass Display Tray w/ Feet, 14" Round	4.00
Glass Display Tray w/ Feet, 14" x 9"	3.00
Hostess Tray, 3 Compartment	3.00
Hostess Tray, 4 Compartment	4.00
Platters, 15" Round	2.50

**Baskets & Bowls****Glass**

Bowls, 5" Fleur	.35
Bowls, 9" Fleur	1.00
Bowls, 12" Fleur	2.00
Bowls, 9" Square	3.00

**Silver**

Bowls, Silver	3.00
Sugar Bowls, Silver	3.50
Nut / Mint Dish	3.00
Tiered Candy Dish	3.00

**Stainless**

Stainless Bowls, 9" or 13"	2.50
Stainless Bowls, 21"	5.00

**Acrylic**

Clam Shell Dish	4.00
Pebble Bowl, 23"	3.50

**Wooden**

5 Tier Cupcake Tray	15.00
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**Baskets**

Bread Baskets, Gold, Oval or Round	.40
Basket, Medium	2.00
Basket, Large	3.00

**Utensils**

Cake Knife & Server	
Acrylic, Gold, Pearl, or Silver	6.00
Gravy Ladle	.25
Lasagna Server, Silver	2.50
Pie Server, Silver or Stainless	2.50
Tongs, 6", 9" or 12"	.30
Serving Fork or Spoon	1.00

**Serving Equipment**

Salad Bar	25.00
Cafeteria Tray	.50
Waiter Tray	3.00
Waiter Tray Stand	4.00

**BEVERAGE SERVICE****Coffee & Tea Service**

Coffee Maker, 33 Cup	5.00
Coffee Maker, 55 Cup Farberware	10.00
Coffee Maker, 100 Cup	10.00
Insulated Server, 32 oz.	2.00
Air Pot, 2 1/2 Litre	5.00
Cambro, 2 1/2 Gallon	5.00
Cambro, 5 Gallon	10.00
Silver Service	25.00
Coffee & Tea Pot, Sugar & Creamer, and tray	
Creamer / Sugar Bowl, Silver	3.50
Coffee Pot, Silver	6.00
Tea Pot, Silver	6.00
Sugar Tongs, Silver	.30

**Champagne & Punch**

Champagne Bucket, Silver or Stainless	7.00
Fountain, Silver 3 Gallon	25.00
Fountain, Silver 5 Gallon with or w/o gold	30.00
Ice Tea Dispenser, 2 1/2 Gallon Ceramic	10.00
Red, Yellow, Lime, Orange	
Ice Tea Dispenser, 3 Gallon Large	10.00
Punch Bowl, Glass 2 1/2 Gallon	7.50
Punch Bowl, Glass Square 2 1/2 Gallon	10.00
Punch Bowl, Silver Small	15.00
Punch Bowl, Silver Large	20.00
Punch Bowl, Stainless 3 Gallon	15.00
Punch Bowl, Stainless 5 Gallon	15.00
Punch Bowl, Hammered 3 Gallon	15.00
Ladle, Stainless or Silver	1.00
Ladle, Hammered	2.00

**CATERING**

Chafer, Deluxe Oval or Round w/ Gold	15.00
Chafer, Deluxe Round w/ Glass Lid	15.00
Chafer, Half Size	10.00
Chafer, Full Size	15.00
Chafing Pans	
1/3 Pans, 2" Deep	2.00
1/2 Pans, 2" or 4" Deep	2.50
Full Pans, 2" or 4" Deep	3.00
Soup Tureen, Deluxe with Gold	15.00
Heat Lamp	15.00
Insulated Food Carrier, Holds 4 - 2" Pans	15.00
Galvanized Tubs	5.00
5 Gallon Cold Drink Dispenser	5.00
10 Gallon Cold Drink Dispenser	10.00
Sterno Fuel Available	

**ALTAR ACCESSORIES****Brass**

Archway	20.00
Extension	5.00
Heart Extension	10.00
Vota Halo with Cups	10.00
Flower Pillars for Archway	7.50
Flower Baskets	3.00
Flower Stands, Round Top or V Style,	5.00
Kneeling Benches,	10.00
Table Unity Candelabra, 1 or 3 piece	5.00

**Eurostone**

Columns, 19"	7.50
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**Brass**

Pew Candelabra with Globe	7.50
3 Candle Trinity	9.00
7 Candle Adjustable or Stationary	9.00
9 Candle Adjustable	10.00
9 Candle Cluster	10.00
13 Candle Cluster	12.50
15 Candle Spiral	12.50
17 Candle Heart	12.50
18 Candle Double Heart	15.00
18 Candle Double Ring	15.00
Candle Lighter	3.75
Floor Unity	10.00
Double Unity	20.00
15 Candle Arch	20.00
with 10 Candle Attachment	30.00
Flower Bowl	2.00

**Silver**

Pew Candelabra with Globe	7.50
7 Candle Adjustable or Stationary	9.00
11 Candle Spiral	12.50
Candle Lighter	3.50
Grand Candelabra	20.00
Floor Unity	10.00
9 Candle Heart	20.00
15 Candle Arch	20.00

**White**

7 Candle Adjustable or Stationary	9.00
9 Candle Stationary	10.00
15 Candle Arch	20.00

**Misc.**

Candelabra Stand, Weighted	5.00
Glass Votive Holder for Candelabra	.50
Glass Globe for Stationary Candelabra	1.00
Mechanical Candle, White or Ivory	1.00

**Note: To avoid cleaning charge, please clean wax from candelabras before returning.**

**FLORAL ACCESSORIES**

6" Glass Cylinder Bud Vase	.75
Glass Bud Vase, 30"	5.00
3 Piece Glass Cylinder, Small	2.25
3 Piece Glass Cylinder, Large	3.00
Glass Cylinder Vase, 25"	5.00
Cracked Glass Cylinders, 10" or 12"	1.00
Round Vase, 14" tall glass cylinder	4.00
Round Vase, 7" x 7"	5.00

**Square Vase**

3" x 3" x 3"	1.00
4" x 4" x 4"	2.00
4" x 4" x 8"	3.00
4" x 4" x 12"	4.00
5" x 5" x 6"	3.00
6" x 6" x 16"	5.00
Rectangular Vase, 4" x 6" x 8"	4.00
Fan Vase	5.00
Brandy Snifter, 60 oz.	2.00
Bubble Bowl, Small	2.00
Bubble Bowl, Large	5.00
Bubble Bowl with Vase	5.00
Fish Bowl, Small	.50
Fish Bowl, Scallop Top	.75
Glass 6" Scallop Vase	.75
Clear Glass Lotus Bowl	3.00
Hurricane vase, 10"	3.00
Martha Stewart Vase, with or w/o base	5.00
Martha Stewart Vase, Mini	1.00
Oversize Glasses	
Martini, Footed Martini, Margarita	
(bowl or coupe), Pilsner, or Wine	5.00
Colored Gems	2.50
Float-A-Flower	.50
Glass Block, 8" x 8"	2.00
Silver Bouquet Holder	
4 piece	20.00
Large	15.00
Small	10.00
Mirror	
12" Square	.75
8" Beveled Square	1.00
10" Round	1.25
12" Beveled Square	1.25
10" x 12" Gold Frame	2.00
Table Reserve Stands	.50
Table Stands, 3 or 10 Photo	1.00
Topiary Tree	
30" Single	8.00
38" Single	10.00
44" Flat Top	12.00
54" Double	12.00
54" Single	12.00
60" Cone	15.00
66" Triple	15.00
Topiary Centerpiece,	
with or without Apples	3.00
Ficus Tree	15.00

Ivy / Rose Cone, 3'	5.00	6' Table	25.00
Rustic Tree	15.00	8' Table	30.00
Metal Tree			
30" White	5.00	Table Drapes, Floor Length on all Sides	
54" Brown	15.00	90" x 132"	20.00
72" White	20.00	90" x 156"	20.00
Wooden Bird House with Ivy	10.00		
Wooden Stand with Ivy	7.50		

## TABLES

### Banquet

6' Long, 30" Wide - Seats 6 to 8	7.25
8' Long, 30" Wide - Seats 8 to 10	8.25
5' Square - Seats 8	10.00

### Seminar

6' Long, 18" wide - Seats 3	7.25
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### Round

36" Diameter - Seats 4	6.25
48" Diameter - Seats 6 to 8	7.25
60" Diameter - Seats 8 to 10	8.25
Umbrella Table with Umbrella	
48" Diameter	15.00
60" Diameter	20.00

Umbrella Only with Base	10.00
Cocktail - 30" Diameter, 42" Tall	7.75

### Misc.

Card Table	3.75
Serpentine Table, 5'10"	10.00
Bar, Portable with Skirt	20.00
Bar, Serpentine Table	35.00

## CHAIRS

Brown McCourt Folding	.95
Black McCourt Folding	1.35
White McCourt Folding	1.35
Black Resin, Padded Seat & Back	2.50
White Resin, Padded Seat & Back	2.50
Natural Wood, Padded Seat	3.25

## LINENS

**With our in-house laundry system and extensive selection of fine linens we are sure to have what you need. If we don't have it in stock we can order it from one of our many partners.**

### Banquet Linens

54" x 96", Lap Length on 6' Table	6.00
54" x 114", Lap Length on 8' Table	6.00
Box Pleat Linen	
Floor Length, Pleated Corners	

### Banquet Skirting

17" Skirt - Covers 4 Sides on 6' tables, or 3 sides on 8' tables	
White, Ivory, or Black	17.00
21' Skirt - Covers 4 sides on 8' tables	
White or Ivory	21.00

### Round Linen

90" Diameter	8.00
Floor length on a 36" table	
Three Quarter length on a 48"	
Lap length on a 60" table	
108" Diameter	12.00
Floor length on a 48" table	
Floor length on a Cocktail table	
Three Quarter length on a 60" table	
120" Diameter	15.00
Floor Length on a 60" table	

### Square Linens

Napkin, poly	.40
54" x 54"	4.00
62" x 62"	6.00
72" x 72"	6.00
87" x 87"	6.00

### Specialty Overlays

Organza - 54", 62" or 80" Square	8.00
Crush - 54" or 72" Square	8.00

### Table Runner

13" x 72"	3.50
13" x 120"	3.50

### Majestic Linens

108' Round	15.00
60" x 120"	12.00
12" x 120" Runner	5.00
Napkin	.50

## TENTS

Using Tents & Canopies can be a great way to frame your event. They can provide a central focus, shelter and bring an aesthetic that is unattainable through any other means. Please ask one of our experienced staff member to help you determine the size and type of tent that would be best for your needs.

	<i>Tent Only</i>	<i>Installed</i>
10' x 10' EZ Up	40.00	70.00
10' x 10'	70.00	125.00
10' x 10' Pavilion	85.00	135.00
10' x 15'		155.00
10' x 20'	115.00	175.00
15' x 15' Pavilion	125.00	185.00
10' x 25'		195.00
10' x 30'	145.00	225.00

**\*\*10' wide frame tents are expandable in lengths of 5' and 10' to the desired length**

	<i>Tent Only</i>	<i>Installed</i>
20' x 20'	145.00	225.00
20' x 30'		325.00
20' x 40'		425.00
20' x 50'		525.00
20' x 60'		625.00

**\*\*20' wide tents are expandable in 10' lengths**

30' x 30'	495.00
30' x 40'	660.00
30' x 45'	745.00
30' x 50'	825.00
30' x 60'	990.00

**\*\*30' wide tents are expandable in 10' & 15' lengths**

40' x 40'	880.00
40' x 50'	1100.00
40' x 55'	1210.00
40' x 60'	1320.00
40' x 80'	1760.00
40' x 100'	2200.00
40' x 120'	2640.00
40' x 140'	3080.00
40' x 160'	3520.00

**\*\* 40' wide tents are expandable in 10', 15' & 20' lengths**

Additional Sizes & Configurations are available, please inquire about any other needs that are not shown. In addition to our extensive inventory we have long standing partnerships with numerous equipment specialists and the premier tent manufacturers in the world! Delivery and Pickup is additional. Please inquire for a custom quote.

Sidewall	Rental	Installed
7' x 20' Solid	20.00	30.00
7' x 20' Window	30.00	40.00
8' x 10' Solid	15.00	20.00
8' x 20' Solid	20.00	30.00
8' x 20' Window	30.00	40.00

**\*\*Clear walls, custom lengths & configurations available. Please inquire with our expert sales staff about the possibilities for your event.**

### Accessories

Pole Covers, 7' Sateen	5.00
Pole Drapes, 8'	20.00
Tent Swag, 10' Lengths	15.00

### Lighting

4 Globe Chandelier	50.00
4 Globe String Light, 20 feet	20.00
2 Globe String Light, 10 feet	10.00
Cafe String Lights, 25'	30.00

## HEATERS

40,000 BTU Patio Heater	50.00
33,000 BTU Torch Fire Heater	65.00
5 Gallon Propane Tank	17.50
170,000 BTU Tent Heater	100.00
25 Gallon Propane Tank	87.50

**\*\*Pricing is subject to change as market conditions change on all gases and fuels**

## DANCE FLOOR

### Indoor Only

3' x 3' Oak Parquet Square	6.50
Setup & Takedown, per piece	3.00

### Indoor / Outdoor

3' x 4' Wood Grain Vinyl Rectangle	8.50
Setup & Takedown, per piece	4.00

We make a general recommendation of approximately one square or rectangle dance floor for each couple that is dancing. Depending upon your event, and the people attending your event, we can make a custom recommendation for the appropriate size and type. Delivery and Pickup is additional. Please inquire for a custom quote.

<b>Dance Floor Sections Required</b>			
<b>Indoor</b>		<b>Outdoor</b>	
9' x 12'	12	9' x 12'	9
12' x 12'	16	12' x 12'	12
12' x 15'	20	12' x 15'	15
15' x 15'	25	15' x 16'	20
15' x 18'	30	15' x 20'	25
18' x 18'	36	18' x 24'	36
18' x 24'	48	20' x 24'	40

## STAGING

From garage band performances, to Commencement ceremonies and even elevated tents, we have done it all. We have the ability to make custom sizes and heights that we ensure your stage is setup in a safe and secure manner.

4' x 4' Square	
Up to 12" tall	24.00
Up to 24" tall	28.00
Up to 45" tall	32.00
4' x 4' Quarter Round Deck, 4 pieces make 8' circle	
Up to 12" tall	24.00
Up to 24" tall	28.00
Up to 45" tall	32.00
4' 1/8 Round Sliver Deck, 4 pieces & 4 - 4'x4' squares make 11' circle	
Up to 12" tall	24.00
Up to 24" tall	28.00
Up to 45" tall	32.00
Stairs	
Up to 12" tall	20.00
Up to 24" tall	30.00
Up to 45" tall	45.00

Price includes setup and takedown, delivery is additional  
Hand Rails, Guard Rails, & Ramps Available at an additional  
cost. Additional Sizes, Configurations & Heights are  
available. Please inquire to one of our experienced sales staff  
to assist you in determining your exact staging needs.

## LIGHTING & SPECIAL EFFECTS

Bubble Machine	15.00
Mirror Ball	25.00
LED Par Can Light	30.00
Controller for LED Par Can Light	5.00
Opti Tri 30 LED, RGB programmable	40.00
Roto Globe	25.00
Police Light, Red or Blue	7.00

Dual Roto Globe	25.00
Stop Light	7.00
Strobe Light	7.00
Snow Machine	15.00

Custom lighting packages and effects are available.

We have the capabilities to provide dramatic up lighting to accent specific areas in your event, project your company logo or personal monogram on all surfaces including your dance floors, tents or walls.

Please consult one of our expert staff about how lighting can make your event one to remember.

## CONCESSIONS

BBQ, 2' x 3' Charcoal	30.00
BBQ, 2' x 5' Charcoal	40.00
BBQ, 2' x 3' Propane	50.00
BBQ, 2' x 6' Propane	75.00
Propane Flat Top Grill, 2' x 3'	50.00
Propane Cooker	10.00
20 lb. Propane Cylinder	17.50
30 lb. Propane Cylinder	35.00
Stock Pot, 10 Gallon	6.00
Cotton Candy Machine**	40.00
Cotton Candy Cart	10.00
Hot Dog Cooker	35.00
Hot Dog Steamer	35.00
Keg Cooler	15.00
Nacho Machine	35.00
Popcorn Popper**	40.00
Sno Cone Machine**	35.00

\*\*Supplies Available

### BBQ Tank Burn Time

2' x 3' Propane, 20 lbs, 8 hours
2' x 3' Propane, 30 lbs, 12 hours
2' x 6' Propane, 30 lbs, 6 hours

Propane prices are as of Jan. 1 2012. Prices are subject to market change

### BBQ Charcoal Requirements

2' x 3' Charcoal, 25 lbs
2' x 5' Charcoal, 40 lbs

Charcoal quantities are for start up. More may be required during operation.

**A refundable cleaning deposit will be charged for all BBQ's & Grills.**

## EXPO & AUDIO / VISUAL

Pipe & Drape, Installed	
3' Tall	\$2/linear ft.
8' Tall	\$3/linear ft.
10' Tall	\$4/linear ft.
14' Tall Velour	Priced on Request
Pipe & Drape, Customer Setup	
	\$2 per required part

**With our Computer Aided Design software we can assist you with calculating the capacity and design of your expo layout. Special Occasions has all of the capabilities in house to execute the perfect expo or trade show for you. Many colors, fabrics and heights are available please inquire to our experienced staff for a custom design and quote to meet your needs.**

Bull Horn	10.00
Karaoke	35.00
Deluxe Karaoke w/ 2 Wireless Mics	55.00
Karaoke CD's	2.00
Overhead Projector	30.00
PA System - Table Top Lectern	35.00
Floor Stand with Speakers, for PA System	15.00
Wireless Lapel Microphone	20.00
Podium	20.00
Easel	5.00

## THEMED DECOR

Bamboo Poles	.30
Bamboo Tiki Hut	75.00
Bridge, 17' White 3 piece	40.00
Cactus Cut Outs	5.00
Christmas Tree, 7'	20.00
Fish Nets	5.00
Marquee	15.00
Palm Trees, 6' or 7'	12.00
Park Bench, Wooden	10.00
Park Lamp, Iron 3 Lantern	30.00
Park Lamp, White 4 Globe	20.00
Wagon Wheels	10.00

**Wide variety of themed accessories available for sale.**

## GAMES

### Casino

Bingo Game	10.00
Black Jack Table	40.00
Craps Table	60.00
Over / Under Board	25.00
Poker Table	20.00
Roulette Table	45.00
Raffle Drum	10.00
Triple Crown Wheel & Board	40.00
Triple Crown Wheel Only	25.00

**Casino games include cards, chips, dices & accessories needed**

### Misc.

Badminton	10.00
Croquet	10.00
Horse Shoes	10.00
Volleyball	20.00

## HOUSE GUESTS

	Day	Week
Booster Seat	2.50	7.50
High Chair	3.00	9.00
Coat Rack	10.00	25.00
Coat Rack w/30 Hangers	15.00	32.50

**Longer term rates available upon request**

## BALLOONS & HELIUM

40 Lb. Tank	35.00
Fills Approximately 80 - 11" Balloons	
80 Lb. Tank	60.00
Fills Approximately 160 - 11" Balloons	
Air Inflator, Electric	10.00

**Large selection of latex, pearlized, printed, and Mylar balloons available.**

**Bouquets and centerpieces made at your request. Call for quotes. Delivery Available.**

## BALLOON ARCHES & SCULPTURES

Arch, 8'	85.00
Arch, 10'	125.00
Column, 6'	40.00
Column, 8'	50.00
Balloon Arch Bases with PVC pipe	15.00
Balloon Column Base with PVC pipe	10.00

**Balloon Arches include local delivery due to fragile nature. Pickup can be added for an additional charge, or equipment may be returned by customer.**

### ***Quotes & Reservations:***

All orders that are not secured by the required rental reservation fees are considered a price quote only. Rental equipment is considered reserved in your name, for your event only upon receipt of a signed contract for customers with open account status, or when required reservation fees (25%-50% depending on items reserved) have been paid by cash customers. Special order items require full prepayment in advance of Special Occasions ordering the items requested.

### ***Reservation Fees***

Special Occasions requires non-refundable reservation fees in order to secure equipment for customers on the dates required. The reservation fees are 25% of the contract rate for each item except for tents, stages and dance floors. Due to limited quantities and high demands, tents, stages and dance floors require a 50% non-refundable deposit.

### ***Open Accounts***

An open account can be established for our clients that use our service on a regular and continuing basis. Compliance with payment terms will ensure that account status can be maintained.

### ***Guest Counts***

The sooner you can confirm the number of guests that you will have the better. We ask that you confirm your numbers at least thirty (30) days prior to your event date or delivery date, whichever is earlier. This will ensure that we will have time to make our best efforts to accommodate any increases and so that our inventory can be made available for other customers should you need to cancel anything.

### ***Increases & Last Minute Additions***

We will make every effort possible to accommodate your last minute needs. We will add to your order as long as the inventory is available. Please try to add as far in advance as possible so that items can be pulled with your order and counts double checked to eliminate unnecessary delivery trips or errors. If your order is being delivered, additions within three (3) days of your scheduled delivery date, may require additional trips and therefore additional charges due to loading and routing constraints.

### ***Cancellations & Reductions***

Any cancellations or reductions after the order is placed will result in forfeiture of required reservation fees. All order numbers will be confirmed four (4) days in advance of the order date or delivery date, whichever is earliest. Cancellations after this point are subject to a charge equal to one (1) days rental rate for all equipment cancelled or reduced.

### ***Overdue Equipment***

Equipment that is not returned by the customer or available for pickup by Special Occasions on the agreed upon return date will be charged out at the daily rate of the items for each calendar day past due. After two (2) weeks, any equipment still not returned will be charged off at the replacement cost plus one (1) week of rental rate. Extra trips to pickup or attempt to pickup the equipment will result in additional charges for pickup.

### ***Delivery & Pickup***

Special Occasions does offer a delivery and pickup service for all items that we rent or sell. The minimum charge for delivery or pickup is twenty five dollars (\$25.00) and is quoted on a per contract

basis depending on location, distance, load size and labor required. Standard delivery includes unloading and placing our items on a level surface less than 35 feet from the rear of our truck. If your delivery requires additional measures (long hauls, elevators, stairs, uneven terrain, or other special circumstances) we must be notified in advance so that we can plan and staff your delivery appropriately. The area where we are to deliver should be cleared in advance as we are unable to move customer property. Standby time will be assessed for a delivery area that is not ready upon arrival and will be charged at \$35 per man, per hour with a 1/2 hour minimum.

All equipment shall be taken down and stacked as the delivery crew left it in preparation for pickup unless otherwise arranged. Additional fees will be incurred for items not ready for pickup. If inclement weather is a possibility, please shelter and protect our equipment.

### ***Order Accuracy***

We double check all orders before they leave our warehouse and all deliveries undergo a third check upon unloading at the delivery site. It is the customers responsibility to verify all equipment counts upon delivery and either notify the delivery staff or Special Occasions immediately so that any discrepancies can be remedied immediately. Notification of short counts, missing, or broken items after the event will be the responsibility of the customer.

### ***Setup & Takedown***

Setup and Takedown are available for an additional fee. This fee can be quoted upon reservation of the rental equipment and requires a drawing or plan for how to setup this up so we can accurately estimate the time and labor required. Once equipment has been setup in the manner as instructed, moving this equipment or re-setting it will be subject to additional fees. Setup or Takedown not arranged for in advance will result in additional fees.

### ***Malfunctioning Equipment***

In the unforeseen occurrence that a piece of equipment should not work appropriately please call our office immediately. We will make every effort to remedy the situation. All items are inspected prior to leaving our warehouse and nothing will be sent out if not in a working manner but should something happen during transportation we would need to know immediately so that we can take the appropriate action and make note of how the damage may have occurred.

### ***Linen***

We pride our selves on not only our large selection of colors, materials and styles of linens, but on their quality and care. All linens are pressed and ready for your table. Please notify us immediately if you find any flaws with your linens so a solution can be found. Upon return please ensure that all food debris have been shaken out, there is no wax or burn holes on the linen and put them in the linen bag provided when they are 100% dry. Mildew is one of the few things that will ruin a linen. Please ensure your linen is dry before placing them in a bag. Replacement cost will be charged for any missing or damaged linen.

### ***Tableware & Serving Ware***

All of your tableware & serving ware will arrive sanitized and table ready. Please rinse and scrape all food related items and return them in the packaging that they arrived in. All food related items must be returned food particle free to avoid cleaning fees. Replacement cost will be charged for missing, broken, or chipped items.

### ***Tables, Chairs, & Wooden Items***

All items are subject to additional wear when exposed to inclement weather. Wood will warp over time if allowed to get wet, please take the necessary precautions to protect these products. Please do not staple, nail, glue, or tack any items into our rental products. Any other decorations must be removed prior to return or our pickup.

### ***BBQ's & Cooking Equipment***

All grills must be cleaned and cool to the touch prior to our pickup. All coals from charcoal BBQ's must be properly disposed of and are the responsibility of the customer. All food and grease must be cleaned off of the grills before return to avoid cleaning charges.

### ***Tents***

Tented events require additional measures to ensure the safety of all of the involved parties. We will be happy to assist in the design and layout of your tented event and to ensure that you will meet any applicable safety codes. A site visit may be necessary to ensure an accurate quote, layout and safe installation. Unless previously agreed upon, the customer is responsible for locating all public and personal utility lines, irrigation lines, and other obstacles prior to Special Occasions' arrival for tent install.

We take great care to keep our tents in the highest quality possible. Please help us in this effort by not attaching any unapproved equipment to our tents. The use of glues and tape will leave harmful residue that can accelerate UV damage. No nails, hooks or pins are allowed on tents.

## **PARTY DISPOSABLES & DECORATIONS**

PAPER & PLASTIC TABLEWARE available in a wide variety of solid colors and beautiful patterns. Disposable glassware also available in many styles.

DECORATIONS for birthdays, weddings, anniversaries, etc. Large stock of theme decorations including western, luau, south of the border, 50's rock-n-roll, and much more.

INVITATIONS for all occasions are available. Our staff is always available to assist you with your selection.

IMPRINTING available to personalize your napkins, balloons, and other products.

## **COSTUMES & ACCESSORIES**

Hundreds of new costumes arrive every season for purchase. Large selection of masks, wigs, make-up, and other accessories available for sale year round. Be sure to visit the NIGHTMARE ON 9th STREET your One Stop

Halloween Super Shop during the months of September & October.



## OUR COMMITMENT TO YOUR SPECIAL OCCASION

Our job is to make your event truly a Special Occasion. We know the importance of your event running as smooth as possible and worry free. We are committed to providing you with the rentals and purchases as ordered, and most importantly, the personal service you deserve. Planning, advice, ideas, and assistance are all available free of charge to help you coordinate your event. Appointments are welcome. We can also recommend facilities and professionals that are available in the area.

We are committed to providing you with high quality equipment that is cleaned, well maintained, and ready for use. If we cannot provide you with an item, often we can help locate it or advise you where it is available. We are continually adding to our inventory so please call for any items not listed. We know that your time is valuable. You will receive fast, friendly service and find everything you need to make your event look perfect. Our showroom has all the related sales items to enhance any event.

