

Incredible Events

Hire Operational Instructions.

Please refer to the following for a guideline to all items included in your specific event:

Ensure all equipment items from the email quote are packed up safely after the show ready for collection.

Any damage to any equipment during storage, setup, operation or pack down will be charged to the venue.

Hanging Inflatable Units:

The Inflatable units are the fan motors, inflatable covers, safety chains, lamp and controller.

- The safety chains are essential. The first chain is for mounting the unit from the mounting chain to its safe hanging source. The second is to be attached to the body of the fan unit and fixed to a separate and secure hanging source.
- The covers are attached using Velcro. There is an excess on all of the covers we provide but this can be folded together and will not affect the functionality. Also, the direction of the units can be adjusted by the placement of the Velcro.
- The inflatable cover must always be kept away from any sources that could damage or mark the unit. Storage can be in any air tight container and the covers can be squashed into small spaces.
- The power should only be turned on when the inflatable cover is firmly in place.
- The bottom of the inflatable unit must totally out of reach when in place.
- The lamps and controllers provided offer a range of colour and effect options and usually work at a reasonable distance from the units. If the power is switched off and turned back on the lamps may need resetting.

Foamex Decorations:

We provide various Foamex for events.

- This Foamex is fragile and must be handled with care at all times.
- The Foamex must only be touched by the event hirer / event hirer staff and used in areas away from others.
- Hanging must only be done using the holes provided.

Confetti Units: Please see units for all instructions.

Spark Stream Units:

See operating manual. http://www.prolight.co.uk/ftp-in/EQLED351_Manual.pdf

UV Light Units:

The UV lights come with power cables and safety chain. Operational instructions can be provided on request on email.

- The corners of the room are a good location for using the UV lights.
- Please ensure that these lights are always treated as fragile.
- The Lights must be fixed using the bracket provided.
- The Lights must also be fixed using the unit body with the safety chain provided to a suitable fixing source.
- The unit must totally out of reach when in place.
- Please ensure they are only plugged into an appropriate, safe power source.

Vinyl Records: These vinyl records are fragile, please handle with care.

Draping:

These drapes are made from stretchy material and can be pulled gently, comfortably within their limits into different positions.

- The drapes must always be kept away from any sources that could damage or mark the units.
- Directing UV lights at the units will give them their best effect.
- The drapes can be attached using the silver rings in each corner, please ensure they are attached and removed safely and carefully.
- The drapes must totally out of reach when in place.

Flags:

These flags can be hung from most locations and add a great effect to the show.

- There are usually four (sometimes two) official fixing points on each flag. So you can hang the flag in the orientation that suits.
- The flags must always be kept away from any sources of potential damage.
- Please ensure they are attached and removed safely and carefully.
- The flags must totally out of reach when in place.

Glow Tape:

The glow tape is the best quality available and is all UV reactive.

- The tape should be used on surfaces that will not mark or on a potential residue would cause an issue.
- Always test on an inconspicuous area before applying.

Camo Netting:

Camo netting can be used in a variety of ways to add great aesthetics to your event.

- Ensure the netting is securely fixed.
- The netting can be used in reach but this is done so at the risk of the hirer.
- There may be some small marks, rips and tears in the netting.

Blow Up Inflatables:

- These units can be blown up by hand or by a suitable pump.
- On occasions the inflatables may have some small holes in them.
- These can be hung with care using ribbon or fishing wire around the units.

Other Consumables:

All consumables included are to be used at the hirer discretion. If you would like any help with how to use these or any items provided email info@incredible-events.co.uk or call us on 07733 140 087.

Shipping:

There is a return shipping document enclosed. All equipment is to be packed in the same way it arrived with the label attached on the outside. Collection will be at the time agreed, usually the day immediately after the event. Please ensure that someone is available to receive the delivery and collection. If either of these is missed then the full responsibility and any costs incurred will be on the hirer.

Liability:

Incredible Events shall not be liable to the customer for any direct or indirect or consequential losses, damages or inconveniences suffered or incurred by the customer due to any circumstances of the hire. The venue is responsible for all insurance cover for these items during the complete period of hire. For full terms visit: www.incredible-events.co.uk