

# COMMERCIAL EVENT CHECKLIST



## TENTS

- 10'x10'
- 10'x20'
- 10'x30'
- 15'x15'
- 20'x20'
- 20'x30'
- 20'x40'
- 20'x50'
- 20'x60'
- 30'x30'
- 30'x40'
- 30'x50'
- 30'x60'

\*Larger tents are available per request – call for consultation

## TABLES & CHAIRS

- 30" Round (seats up to 4 or available as "high-boys")
- 60" Round (seats up to 8)
- 33" Square (seats up to 4)
- 6' Banquet (seats up to 8)
- 8' Banquet (seats up to 10)
- Metal Frame/Plastic Seat folding chair
- Resin Frame/Padded Seat folding chair

\*Linen available for all tables – call for pricing and availability

## CONCESSION EQUIPMENT

- Popcorn Machine
  - Popcorn supplies (popping corn, bags)
- Sno-Cone Machine
  - Sno-Cone supplies (flavors, cones, cups)
- Cotton Candy Machine
  - Cotton Candy supplies (flossugar, cones, bags)
- Frozen-Drink Machine
  - Frozen-Drink supplies (mix, cups, spoons, straws)
- 2'x5' Grill (propane or charcoal)
  - Grill supplies (utensils, propane, charcoal, lighter fluid)
- Hot Dog Steamer
- Large Cooler
- Chafing Dishes
  - Fuel Cells
- Large Coffee Urns
- 4' Granite Bar

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## TENT ACCESSORIES

- Sidewalls (solid or window walls)
- Vendor Booth Upgrade
- 3-Globe Chandelier
- String- 25 Globe Lights
- Stage Lighting
- Special Effect/Intelligent Lighting
- Fans
- Heating Unit\* (heater, duct & diffuser)
- 6' Heating Unit\*
- \*Heating units require propane – additional cost

## CROWD CONTROL/STAGING

- Stage (4'x8' Sections/8" or 16" Height)
- Rope & Stanchion
- Red Carpet
- Snow Fencing
- Barricades

## INFLATABLES/INTERACTIVES/GAMES

- Moon Jumps (Big Red Dog, Jungle & Sports Themes)
- Big Slide
- Obstacle Course
- "Bouncy-Boxing" Ring w/ Large Novelty Gloves
- Sumo Suits w/ Large Circular Mat
- Dunk Tank
- Bean Bag Toss Game
- LadderBall
- Volley Ball/Badminton Net
- Prize Wheel

## SANITATION

- Hand Washing Station
- Hand Sanitizer Station
- Portable Restroom
  - Standard Unit
  - Deluxe Unit (flushable toilet)
  - ADA/Handicap Unit
  - "Men's Room" (multi-urinal unit)
- Garbage Cans (with or without liners)

# COMMERCIAL EVENT CHECKLIST

## AUDIO/VISUAL

- DJ Service
- PA System
- Wireless Microphones
- Karaoke System
- Screen & Projector
- Stage Lighting
- Intelligent/Computerized Lighting
- Fog Machine



## MISCELLANIOUS

- Light Tower
- Gas-Powered Generators (2000 or 5000 Watt)
- Helium Tanks
- Propane Tanks
- Coat Rack
- Glasses
- Dinnerware & Flatware
- Bartending Service
- Supervision (for Inflatables & Interactives)

