POD Rental Information Sheet

We have a 12ft x 7ft x 8ft CoolBox Portable Storage container that is available to rent at a flat rate of $500 for up to one week. Renters are responsible for calling CoolBox at 1-888-943-8266 to arrange dropping off and picking up the storage pod. Renters must have a spot for the box to be dropped off that can be accessed by a delivery truck. In between drop off and pick up, the box cannot be moved. OVAC will provide a key for access to the pod during your rental period.

Please sign out and sign back in everything you borrow from the pod. A fee of 25% will be added for any late, damaged, or missing equipment.

Walls: We have 52 panels that are 8 feet tall and 4 feet wide. The panels are modular, so can be set up in T, long Y, and other arrangements. Walls must be set up in groups of 3 or more, they cannot stand up by themselves.

- If this is renter’s first time with the walls, renter must pay OVAC staff time ($20/hour, minimum 4 hours) to show them how to set up walls.
- Renters must arrange transportation & labor to load/unload & set up themselves
- Renters are responsible for patching and painting the walls prior to the event (if necessary). Paint must be bought from Anchor Paint (900 N. Penn Oklahoma City, OK 73107) – Uni-Kote Eggshell White.

Lights: We have 168 clip lights that attach to removable poles on walls on 28 of the panels. Each light has a halogen bulb of either 50 or 75 watts, with a variety of flood and spots.

- If this is renter’s first time with the lights, renter must pay OVAC staff time ($20/hour, minimum 2 hours) to show them how to set up lights.
- Any additional time spent by OVAC staff will be an additional $20/hour.

Pedestals and Shelves: We have 8 floating shelves and 9 pedestals.

Extension Cords: We have 14 big extension cords, and 43 smaller ones.

<table>
<thead>
<tr>
<th>Item</th>
<th># Checked Out</th>
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<tbody>
<tr>
<td>Walls (52 panels, each 8 feet tall and 4 feet wide)</td>
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<tr>
<td>Lights (168 lights (includes clips), 40 removable poles)</td>
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<td>Pedestals (8 total)</td>
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<td>Shelves (9 total)</td>
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<tr>
<td>Extension Cords (Three-prong: 14, Two-prong: 43)</td>
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<td>Power Strips (4 total)</td>
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<td>Other:</td>
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Important Safety Information for Walls

Walls must be set up in T or Y formations to ensure stability. They cannot stand up by themselves.

To connect the walls, line up the eyelets and place a metal rod through both eyelets. There should be one rod in the top set of eyelets, and one rod in the bottom set of eyelets. Then, zip tie each set of eyelets together to ensure stability. OVAC does not provide the zip ties.

Walls can connect to power via lighting “whips,” a cord with two “male” ends for electricity. One end should go into the wall and the other end should go to an orange power cord, which then goes into the walls. These “whips” can connect walls to each other. Each set of up to 6 walls should have their own power cord. Do not put more than 20 lights on each orange cord.

There thin long rods that attach to the walls that allow the lights to reach out from the wall and illuminate the work on the walls. They stick into small holes in the metal tops of the walls. Lights can be clipped to them and plugged into the top of the wall.

All of the outlets at the top of the walls must be filled with plugs. There should be no loose ends of whips. DO NOT plug the extension cord into a power source until every outlet at the top is plugged by either a whip or a light. Only when ALL outlets are filled can you plug the extension cord into a power outlet—plugging in with loose whips or unplugged outlets will result in dangerous and possibly fatal electrocution.

Below: Example layout for walls

Below: Example for how lighting should look
Oklahoma Visual Arts Coalition
Rental Contract

Parties as referred to herein: Oklahoma Visual Arts Coalition and its duly authorized agents [Organizer(s), OVAC, we]. ______________________ (Renter, you).

Renter is liable for damage to equipment. If equipment is damaged, renter must repair and/or replace damaged rented materials. Walls rented must be patched and painted by renter before returned. If equipment is returned late, damaged, or missing, renter is liable for up to 25% penalty of their rental fee, or replacement of equipment as determined by OVAC and the renter.

Renter is responsible to pay for staff time and consulting fees. OVAC is not liable for injury caused by rented equipment. OVAC staff will reserve right to rent equipment based on history and relationship with organizers of said renter and OVAC event schedules and logistics. Rental equipment is reserved for OVAC’s events and if conflict of dates is found, OVAC reserves the right to revoke contract and seize property for OVAC Events. Renter must confirm with OVAC staff on dates in order to rent equipment.

By signing below, Renter certifies that inventory will be conducted and all items will be returned to the storage pod. Renter certifies that all keys to the storage pod will be returned to OVAC, and that both delivery and pick up arrangements will be made with CoolBox Portable Storage.

_______________________________________ Renter Name/Organization (printed)  Phone

_______________________________________ Renter Name/Organization (signature)  Email

_______________________________________ OVAC Staff Name (printed)  Address

_______________________________________ OVAC Staff Name (signature)  Rental Dates