

Staging Committee Notes - Apr 27,  
A Victorian Spring  
Beth Siano 2017

**Flower Show Staging Committee Chair Report**  
**"A Victorian Spring" April 29, 2017**  
**Submitted by Beth Siano, Staging Chair June 2017**

Here are summary notes on the staging committee for the April 2017 flower show. I will maintain a file of related materials including layout, vendors, and contacts. I will also keep purchased tablecloths and a box of staging materials that may be used in the future.

**Expenses:**

We were able to stay very close to the \$1,000 budget, but I recommend that the budget should be re-addressed for the next flower show as inflation does creep in.

As in the past, tablecloth rentals were the single biggest expense coming in at approximately \$700. That included white and ivory tablecloths that we purchased at about half the cost of rentals. Number, color and size of the purchased tablecloths will be included in the file.

Loans of staging materials from various businesses were extremely helpful. These included The Flower Shop, Winterhill Antiques and Christoffers. Williams Nursery sold us flowering plants at wholesale prices (30% off). We were able to sell most of these although I did return two plants.

**Logistics and recommendations:**

Collecting and returning staging materials from Holly House is labor intensive. A large committee is needed to support this job alone.

It might be useful in the future to ask for volunteers with larger vehicles to sign up for specific breakdown tasks rather than to rely on a general call for all the membership to help at the end of the show.

Another time-consuming job was re-painting the props. For this reason, it is good to pick up props well in advance of the show.

Although we were able to draft our layout early on, it took several trips with other chairs on location to finalize a plan.

The staging committee handled scores of props and details, big and small, to showcase the entries. They truly created the backbone of "A Victorian Spring."

## **Rake and Hoe Set-up Summary April 27 Flower Show: "A Victorian Spring"**

All tables and chairs were provided and set up by the Presbyterian Church staff. Staging chair should verify the number, types and sizes available. The Church appears to have more than enough to handle our needs.

### **60 " round tables—12 total**

5 outside kitchen area--Tea  
4 in alcove—Boutique and Horticulture  
1 main assembly hall—Artistic Crafts  
2 classroom off hallway —Judge's breakfast

### **bistro tables—3 total**

3 in center toward alcove--Boutique

### **8 ft tables—6 total**

2 in alcove—Horticulture and Boutique  
4 main assembly hall—Various Design classes

### **6 ft tables—15 total**

2 outside kitchen--Tea  
5 in alcove -Horticulture and Boutique  
7 in main assembly hall—various design classes  
1 in classroom off hallway

chairs 30 cushioned for Tea

miscellaneous chairs for Judges/classroom

podium, counters, piano, hall table that were in place on site were also used for staging

### **Other properties:**

4 30x48" rentals (\$7.00 each) for wedding table (In-Tents Party Rentals)  
Photography Committee built photo display units (housed at Inge's for now).

Holly House: 4 square and 4 round pedestals, 1 miniature box, assorted platforms and risers, display boards, bottles and vases. GCNJ list of properties and additional detail is in file.

Staging materials were borrowed from Winterhill Antiques, Christoffers, The Flower Shop and various club members.

### **Tablecloths:**

17 white and ivory tablecloths purchased online

Others were rented from In-Tents Party Rentals and were delivered for \$50 fee. In-Tents had \$200 minimum order. Details attached.

GCNJ PROPERTIES LIST, September 2014		
ITEM	DIMENSIONS	QUANTITY
<b>BASEMENT PROPERTY ROOM</b>		
<b>VIALS AND VASES</b>		
test tube, 1	4 3/4 x 1/2"	72
test tube,2	5 3/4 x 1/2"	50
test tube,3	5 3/4 x 1"	35
test tube, 4	6 x 3/4"	226
test tube,5	7 3/4 x 1"	18
test tube,6	9 3/4 x 1"	10
test tube, vial, 7	12 x 1 1/2"	95
test tube, 4a	6 x 3/4"	107
<b>Bases for tube vials</b>		
Base, black asst box		1
cube for 3/4" vial	2 1/2"	104
square for 1/2" vial	3 3/4"w 1"H	30
Cube for 3/4" vial	3 1/2"	148
cube for 1" vial	3 1/2"	24
cube for 1" vial	3 1/2"	52
pyramid for 1/2" vial	2" top, 3 1/2" base	34
pyramid for 1" vial	2" top, 3 1/2" base	30
pyramid for 3/4" vial brown	2" top, 3 1/2" base	59
rectangle for 1 1/2" vial	9 1/4"longx 2 3/4" w	50
slanted rack for 1/2" vial	3 1/2 wide x 24 1/2" long	5
slanted rack for 1/2" vial	3 1/2 wide x 6" high	5
slanted rack for 1 " vial	3 1/2 wide x 7 1/2" high	5
slanted rack for 3/4" vial	3 1/2 wide x 16"long	10
wood placard support green	2 3/4" x 2 1/4" wide	31
<b>Medium Vases</b>		
vases, asst	6 1/2" x 2 1/2" D	7
Spiral, asst	6"	7
Clear bottle	6 1/2"	30
Bubble bottle	6 1/2"	48
Cylinder, 8	6 1/2 x 1"	9
Flask, 500ml	7"	34
Bubble bottle	7 1/2"	32
Flat sided bottle	7 1/2"	34
Bottles with ridges	9 1/2"H 3"D	11
<b>Large Vases</b>		
Large Vases	mixed	5
Lined Vase	8 1/2"H 4"Wide	12
Flask, 1000ml	8 1/2"	9
Mixed Design Vases	9"	8
Spiral Vase, smooth top	9"	10
Spiral Vase, notched top	9"	200
Curvy vase	9"	140
Wine carafe	9 1/2"	31
Thumbprint bottle	9 1/2"	10
Cylinder, 9	10"	32

Mixed Design Carafes	12"	4
Mixed Carafes	12" x 1.5"	19
Long-Stemmed Fluted Top	12"	8
Cylinder	7"	17
Tall Vases	26" Tall	26
Long stem, fluted top vase	12"	8
Cylindrical Vase	16"	1
<b>Mini vases, assorted</b>		14
Doll Stands		7
Plate Stands		12
Step Stool ?		0
Ladder		1
Table cloths, green	asst 52"	8
Table cloths, green	asst 52" in box	9
Table cloths, plastic		17
Clamp on spot lights, 75W		14
Metal medallions "GCNJ"	with 1 cloth case	3
Saw		1
Wet/dry handheld vacuum		1
2 Way Acoustic Speakers ?		?
wireless microphone		1
<b>SIGNS/BANNERS</b>		
Fall Conf sign		1
District signs 1-8		8
Plastic banner "Garden Club"	Blue	1
Lights, Halo Track Lights	1 set	4
Purple hostess aprons		5
Ribbon for hort. Exhibits		
Basket, floral lined		6
Basket, white & Beige		3
GCNJ roll labels		1
Raffle rolls		
Cloth Banners GCNJ ?		
Framed sign "GCNJ"		1
Framed sign "Registration"		1
Framed sign "Boutique Area"		1
posters, asst		2
Folding handcart		1
Name badge cases, holds 63		3
Name badge tray, holds 63		
Dolly w/ folding handle	in open storage	1
Easels	54", 69" 58", 34" (4)	7
Card Tables		2
Speakers, outdoor		4
Outdoor PA System		1
Signs, GCNJ directional		5

Signs, Blue Star Byway		4
Sign, Original Blue star wood		1
<b>ATTIC PROPERTIES</b>		
<b>PEDESTALS</b>		
Mini	6 1/4, 8 1/2, 10 1/2"H, 4"sq	3 sets, 11
Wire mesh, cylinders	42H x 12" diameter	12
Square Top	41"H, Top 16"square	12
Square Top	49"H, Top 16" square	3
Top Board for 49"H Above	16 x 64"	1
Mini Shelf Board, Black	9"D x7.25"H 48"L	1
Mini Shelf Board, Black	7.25"D x7"H 48"L, 2 sided	1
Cylinders	40"H, Top 14" square	4
Cylinders	35"H 15"sq top	4
Cylinders	40"H 14"sq top, white	8
Box	14"square x 42H	4
Cube, White	10"	4
Cube, Black	10"	8
Cube	17"square	4
Cube	9 1/2 " square	4
Rectangle	32 x 32 x 11"	4
Box	16" square x 24"	4
Box	10" square x 22" (no top)	1
Box, rectangle	36"h x 11.5"W	4
Box, white pedestal	11.5" x 11.5" x 36"H	1
Cube	8" square, needs glue repair	2
White Ornate	40H x 10"sq. top	3
White Ornate	32H x 10"sq. top	1
Gold Ornate	37H x 7 12" top	1
Faux marble octagonal	30"H x 12" diameter	4
Round cardboard	40 1/2H x 10" diameter	4
Red cardboard	37H x 10" diameter	1
Red cardboard	20H x 10" diameter	1
Red cardboard	13 H x 10" diameter	1
Round black tops	18" diameter	4
Garment stands	adjustable	6
Jewelry display set	necklace, bracelet, rings	4
Platforms	4ft. X 4 ft.	8
Platform supports blocks	3 1/2" square x 5 1/2" H	54
Riser white	48W x 11D x 12"H	
Riser white	48W x 17D x 12"H	6
Riser white	40W x 11 3/4D x 14"H	1
Fixed 2 step white	60W x 7 1/2D x 9"H	3
Fixed 3 step white	36W x 5 1/2D x 18"H	1
Fixed 3 step black	22W x 7 1/4D x 21"H	1
Fixed 5 step white	72W x 3 3/4D x 18 3/4" H	1
small steps	12"	
Round black stools, small	10" W x 8"H	4
Chair white wicker-like		1
<b>FRAMES</b>		

Single Frame	28W x 3 1/2D x 46H	4
Single Frame	28W x 3 1/2D x 46H with clips	4
Frame w/light	48W x 42H	4
Interlocking	15W x 32H/24W x 35"H	4
Single frame	24W x 37H	4
Window frame w/glass	31 1/2W x 26"H	4
		QUANTITY
Large frame	3 ft. W x 4 ft. H	6
Frame	33"H x 25.5"w x 2"	1
Frames	36"H x 24"W x 3.5"D	5
Frames, Standing	24"x37"Hx5"D	4
<b>BACKBOARDS</b>		
Platform style	30W x 36"H	4
Platform style	30W x 39"H	8
Easel style	30W x 48"H	4
Easel style	30W x 40"H	6
Easel style	24W x 35 3/4"H	4
Fiber board	26W x 38"H	6
Trifold	24W x 36H	7
Trifold	22W x 26"H	4
Trifold	18W x 12"H	11
Trifold	18W x 24"h	8
Plywood, no support	30"square	5
Foam, no support	30W x 40H	5
Foam, Beige	24"W x 50"H	1
Column Entrance Display	2 bases 6 tubes	1
Peg Board 4 panel screen	white	1
Wood trifold photo display	black	1
<b>STANCHIONS</b>		
Tilt tops	9 x 12	14
Square base	8"	7
"X" base		10
"X" base, braced		11
Chain link	200 ft	1
<b>PICKET FENCE</b>		
Section	24W x 30"H	1
Section	34 1/2W x 32H	1
Section	36W x 30"H	4
Section	42W x 36"H	1
Section	48W x 33"H	1
Niche display, 15 openings	6W x 6D x 8"H	1
Mini Shadow Box, 5 niches	6 1/2W x 6D x 7"H	1
Mini Shadow Box w/ light	6 1/2W x 6D x 7"H	1
Trifold mini niche background		14
Mini display box w/mirror	8W x 4D x 6"h	5

table cloths, beige		0
SMALL STAGE		
Platform, gray	24 x 30"	3
Platform, gray	11 1/2 x 30"	3
Upright	30W x 48"H	4
Platform, gray	24" sq. x 2"H	1
ITEM	DIMENSIONS	QUANTITY
Urns, Grey	18"D 16"H	2
Lantern Stands	42"H	4
Mini horse supports	18W x 12"H	3
"Flower Show" signs, wood	75"H	5
Painted floral backgrounds	4 ft. x 8 ft. doors	4
Cork Board	36 x 48"	1
Foam board in black frame	32 x 53"	1
Carpet	Green indoor/outdoor	4
Table cover, green	60 x 240	1
GCNJ Banner for FS	8'	1
Wicker Flower Baskets	40"H 8"D	2
Aluminum easel	16"H	
Wildflower Exhibit	36 x 48"	2
Wildflower Exhibit	24 x 48"	1
Wildflower Exhibit	17 x 48"	1
Box, house w/hinged roof	8" sq. base, 16" H	1
Artist Paint Palette display	24" x 30"W for pots	1
MANNEQUIN HEADS		12
MANNEQUIN HEADS	short	2
MANNEQUIN HEADS	black stocking	7
Watering Cans		5
For info, please contact Properties Chairperson.		



Key Pad 8850  
opens garage door

Door from garage opens  
without

Ribbon

Pink - art in bloom ?

Ivory - wedding + Ivory  
? - ac + jns ?

Straight pins

cream satin

Properties from Holly Hoyle

Design

- 1 4 16" <sup>x41</sup> pedestals
- 2 4 12" x 42" cylindrical black mesh pedestals
- 3 -
- 4 -
- 5 Gray shadow box  
2 pedestals to stand it on

candlesticks - antique

Horticulture

- A 1-3 riser to sit on 60" <sup>round</sup> table ?
- B-E risers + step riser

Ed - ok

Artistic Crafts

- 1 Display heads
- 2 ok - exhibitor provider staging
- 3 " " "
- 4 Black velvet necklace stands <sup>how many?</sup>  
" " liners " "
- risers for 6' table?

} can be purchased

## Youth

C1-C15 risers - 2 cover 6-12'

C2-6 - small boxes? staged on piano

C7 possible riser for 8' table

# 2017 Flower Show

## Staging Beth Siano Chair

Kay Cross     flowers not  
Pat Wilson  
Betsy Chance  
Carolyn Klinger-Kerter  
Sharon Shiragg  
Alice Cowell  
Diane Cenco  
Nina Sylvester  
Joanne Womelsdorf

Hort Clare + Barbara S  
Design B Mullin  
AC Nancy Smith  
Tea Mary FS, Gayle  
Boutique Tracy  
Judges Kay

cc Diana Kazazis

A Victorian Spring 4/28/2017

Staging Budget \$1,000

Actual Cost:

Tablecloths & tables rental	540.00
Tablecloths <u>purchased</u> (Ivory & white)	113.00
Ribbons & paint	156.00

Supplies for portable, reusable  
photo display units

190.00 (Diana)

Alice Conell - entry supplies

? 150.00  
approx

@ \$1,150

Note: (1) items were borrowed &  
sold on consignment (1 sale)

(2) from Winterhill Antiques, Scotch Plains  
plants were purchased at 30%  
discount & sold at cost at  
end of show or returned  
for refund

Staging file  
2017 flower show

Elaine

Treasurer's Use Only

Check # \_\_\_\_\_

\$ \_\_\_\_\_

Ck Date \_\_\_\_\_

**Rake & Hoe Garden Club, Inc.  
Check Request Voucher**

Date 3/24/2017 Amount \$247.00

Payable to In-Tents Party Rentals

Address 101 Kentile Road Bldg #9 South Plainfield, NJ 07080 Attn Dede Prentice  
Committee Flower Show Staging

List the purpose of this expenditure. Attach receipts to back.

Table and tablecloth rental for Apr flower show 50% downpayment

Committee Chairman's signature of Approval:

*Dede Prentice*  
Required for Payment



Hackensack 201-647-0492  
 South Plainfield 908-444-8668  
 Flemington 908-687-7200  
 www.intentsrentals.com

**Main Office**  
 101 Kentile Road Bldg # 9  
 South Plainfield, NJ 07080  
 908-444-8668

DATE: March 21, 2017 *The Personal Touch For All Your Party Needs.*  
 INVOICE # Quote

**Bill To:** Name Elizabeth Siano  
 Address 624 Clark Street  
 ????????, NJ Westfield, NJ  
 Phone 908-410-4630  
 Cell elizabeth.siano@gmail.com

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP WINDOW	PICKUP WINDOW	DELIVERY	EVENT DATE/TIME
Dede		1-3 Days Before	1-3 Days After		4/27 - 4/28

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
4	Table - 4'x30"	\$ 7.00	\$ 28.00
2	Linen - 120" Round - Polysolid - Mint	15.00	30.00
5	Linen - 90"x132" - Polysolid - Mint	20.00	100.00
1	Linen - 72"x120" - Polysolid - Mint	9.00	9.00
1	Linen - 72"x72" - Polysolid - Mint	8.00	8.00
2	Linen - 90"x156" - Polysolid - Pink	22.00	44.00
2	Linen - 120" Round - Polysolid - Pink	15.00	30.00
2	Linen - 72"x120" - Polysolid - Pink	9.00	18.00
2	Linen - 90"x156" - Polysolid - Light Pink	22.00	44.00
6	Linen - 90"x132" - Polysolid - Light Pink	20.00	120.00
1	Linen - 120" Round - Polysolid - Light Pink	15.00	15.00
1	Linen - 72"x72" - Polysolid - Light Pink	8.00	8.00
Quote is valid for 7 days			

Make all checks payable to **In-Tents Rentals**

**CONTRACT AGREEMENT**

1. Delivery truck must be able to park within 50 feet of where equipment is going to avoid extra charges.
2. Delivery will be 1-3 days before event, when we have a truck in the area, and pickup will be 1-3 days after event, when we have a truck in the area, unless otherwise agreed upon in writing.
3. Residential deliveries are to backyard, garage or front porch, not inside the house.
4. All china, glassware, flatware, utensils, etc. must be rinsed clean and food free.
5. All chairs, tables, etc. must be kept dry and secure at all times and stacked for pickup to avoid fees.
6. Customer is responsible for missing and/or damaged equipment.
7. Customer is responsible for obtaining tent permits.
8. Terms are payment in full before delivery.
9. All payments are non-refundable.
10. CONTRACT AGREEMENT continued on reverse side.

**SIGNATURE** \_\_\_\_\_

<b>SUBTOTAL</b>	\$ 454.00
<b>DELIVERY</b>	\$ 50.00
<b>FUEL CHARGE</b>	
<b>DAMAGE WVR.</b>	
<b>TAX RATE</b>	6.875%
<b>SALES TAX</b>	\$ 34.65
<b>TOTAL</b>	\$ 538.65
<b>BOOKING FEE</b>	
<b>BALANCE</b>	\$ 538.65

**THANK YOU FOR YOUR BUSINESS!**

Treasurer's Use Only

Check # \_\_\_\_\_

\$ \_\_\_\_\_

Ck Date \_\_\_\_\_

**Rake & Hoe Garden Club, Inc.  
Check Request Voucher**

*Final  
Payment  
after changes*

Date 04/19/2017 Amount \$293.00

Payable to In-Tents Party Rentals

Address 101 Kentile Road Bldg #9 South Plainfield, NJ 07080 Attn Dede Prentice  
Committee Flower Show Staging

List the purpose of this expenditure. Attach receipts to back.

Table and tablecloth rental for Apr flower show final payment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Chairman's signature of Approval:

\_\_\_\_\_  
Required for Payment

# IN-TENTS



## PARTY RENTALS

Hackensack 201-647-0492  
 South Plainfield 908-444-8668  
 Flemington 908-687-7200  
 www.intentsrentals.com

**Main Office**  
 101 Kentile Road Bldg # 9  
 South Plainfield, NJ 07080  
 908-444-8668

DATE: April 19, 2017  
 INVOICE # 4761

*The Personal Touch For All Your Party Needs.*

**Bill To:** The Rake & Hoe Garden Club  
 P.O. Box 2702  
 Westfield, NJ 07091  
 908-410-4630

**Ship To:** Elizabeth Siano  
 624 Clark Street  
 Westfield, NJ 07090  
 908-410-4630  
[elizabeth.siano@gmail.com](mailto:elizabeth.siano@gmail.com)

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP WINDOW	PICKUP WINDOW	DELIVERY	EVENT DATE/TIME
Dede		1-3 Days Before	1-3 Days After		4/27 - 4/28

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
4	Table - 4'x30"	\$ 7.00	\$ 28.00
2	Linen - 120" Round - Polysolid - Mint	15.00	30.00
5	Linen - 90"x132" - Polysolid - Mint	20.00	100.00
1	Linen - 72"x120" - Polysolid - Mint	9.00	9.00
1	Linen - 72"x72" - Polysolid - Mint	8.00	8.00
2	Linen - 90"x156" - Polysolid - Pink	22.00	44.00
2	Linen - 120" Round - Polysolid - Pink	15.00	30.00
2	Linen - 72"x120" - Polysolid - Pink	9.00	18.00
2	Linen - 90"x156" - Polysolid - Light Pink	22.00	44.00
6	Linen - 90"x132" - Polysolid - Light Pink	20.00	120.00
1	Linen - 120" Round - Polysolid - Light Pink	15.00	15.00
1	Linen - 72"x72" - Polysolid - Light Pink	8.00	8.00
3	Linen - 108" Round - Polysolid - Pink	12.00	36.00
	Tax Exempt Form on file.		
	Booking Fee of \$247.00 on 4/3/17 check # 325		

Make all checks payable to **In-Tents Rentals**

**CONTRACT AGREEMENT**

1. Delivery truck must be able to park within 50 feet of where equipment is going to avoid extra charges.
2. Delivery will be 1-3 days before event, when we have a truck in the area, and pickup will be 1-3 days after event, when we have a truck in the area, unless otherwise agreed upon in writing.
3. Residential deliveries are to backyard, garage or front porch, not inside the house.
4. All china, glassware, flatware, utensils, etc. must be rinsed clean and food free.
5. All chairs, tables, etc. must be kept dry and secure at all times and stacked for pickup to avoid fees.
6. Customer is responsible for missing and/or damaged equipment.
7. Customer is responsible for obtaining tent permits.
8. Terms are payment in full before delivery.
9. All payments are non-refundable.
10. CONTRACT AGREEMENT continued on reverse side.

**SIGNATURE**

<b>SUBTOTAL</b>	\$ 490.00
<b>DELIVERY</b>	\$ 50.00
<b>FUEL CHARGE</b>	
<b>DAMAGE WVR.</b>	
<b>TAX RATE</b>	0.000%
<b>SALES TAX</b>	\$ -
<b>TOTAL</b>	\$ 540.00
<b>BOOKING FEE</b>	\$ 247.00
<b>BALANCE</b>	\$ 293.00



Treasurer's Use Only

Check # \_\_\_\_\_

\$ \_\_\_\_\_

Ck Date \_\_\_\_\_

**Rake & Hoe Garden Club, Inc.**  
**Check Request Voucher**

Date\_04/30/2017\_\_\_\_\_ Amount \$268.37

Payable to \_\_\_Elizabeth Siano\_\_\_\_\_

Address 624 Clark Street Westfield, NJ 07090

Committee \_\_\_Flower Show Staging\_\_\_\_\_

List the purpose of this expenditure. Attach receipts to back.

17 white and ivory tablecloths (efavormart.com \$113.00

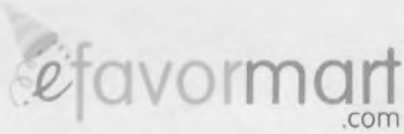
Ribbons (2 bills -Michaels) 78.36

Paint and paint supplies (Home Depot) 77.31

Committee Chairman's signature of Approval:

\_\_\_\_\_  
Required for Payment

Purchased tablecloths  
Beth to submit  
Reimbursement



Order 58820001

Thank you ELIZABETH!



Mapbox

### Your order is confirmed

Good news! Your order has been placed, and we're getting it ready for you. We'll email you later with a shipping email once the order has been shipped. Thank you again for choosing efavormart.com!

### Customer information

Shipping address

Billing address

ELIZABETH MAND

ELIZABETH MAND

1000 and 11th Street

1000 and 11th Street

 2

90x156"  
IVORY  
Wholesale  
Polyester  
Banquet Linen  
Wedding  
Party  
Restaurant  
Tablecloth  
Pack of 1  
Tablecloth

\$19.24

 3

90" IVORY  
Wholesale  
Polyester  
Round  
Tablecloth For  
Wedding  
Banquet  
Restaurant  
Pack of 1  
Tablecloth

\$16.74

 2

90x156"  
WHITE  
Wholesale  
Polyester  
Banquet Linen  
Wedding  
Party  
Restaurant  
Tablecloth  
Pack of 1  
Tablecloth

\$19.24

Shipping \$113.07

Shipping Free

Total USD **\$113.07**

Club of Westfield NJ  
184  
184 CLARK ST  
WESTFIELD NJ  
07090  
United States  
9082364100

Club of Westfield NJ  
184  
184 CLARK ST  
WESTFIELD NJ  
07090  
United States  
9082364100

**Shipping method**

Express Shipping 7-10  
Next Day Delivery

**Payment method**

MasterCard  
\$77.00 **\$113.07**

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Contact us



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# IN-TENTS PARTY RENTALS

The Personal Touch For All Your Party Needs.

Dede Prentice  
Vice President  
dede@intentsrentals.com  
www.intentsrentals.com

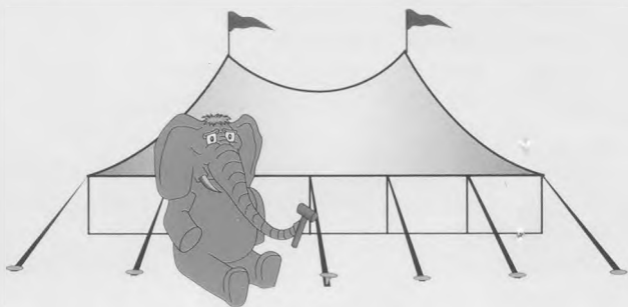
Wood-Ridge, NJ  
201-282-2026  
Flemington, NJ  
908-687-7200

Party Tents ~ Tables ~ Chairs ~ China  
Glassware ~ Flatware ~ Linen ~ Dance Floors  
Stages ~ Foodservice Equipment ~ Lighting  
Lounge Furniture ~ And More...

201-282-2026

[www.intentsrentals.com](http://www.intentsrentals.com)

# **IN-TENTS**



**Party Rentals  
& Event Services**

## **PRICE BOOK**

✓ **So. Plainfield**  
**908-444-8668**

**Hackensack, NJ**  
**201-647-0492**

**Flemington, NJ**  
**908-687-7200**

[www.intentsrentals.com](http://www.intentsrentals.com)



# TENT ACCESSORIES

## Sidewalls

Solid.....\$1.00/ft. Clear .....\$1.60/ft.  
Cathedral.....\$2.00/ft.

## Lighting

8-Globe Strand Lighting (25').....\$59.00  
Hanging Chandelier.....\$79.00

## Heating/AC

Patio Heater \* .....\$85.00  
80,000 BTU Heater\* .....\$89.00  
170,000 BTU Heater\* .....\$150.00

(\*Propane Additional)  
Pedestal Fans .....\$99.00  
Air Conditioning ..... *Call for Pricing*

## Miscellaneous

Flooring w/Astroturf ..... \$1.50/sq. ft.  
Tent Liner..... *Call for pricing*

## DANCE FLOOR/STAGE

3'x4' Dance Floor Sections (Parquet) .....\$18.00  
3'x4' Dance Floor Sections (White or Black).....\$27.00  
4'x4' Stage Sections .....\$35.00  
Stage Steps 8"-24".....\$40.00  
Stage Steps 28"-48".....\$60.00

## LINENS

Round	Banquet	Square
90" ..... 9.00	72"x120"..... 9.00	52" ..... 6.00
108" ..... 12.00	90"x132"..... 20.00	72" ..... 8.00
120" ..... 15.00	90"x156"..... 22.00	90" ..... 9.00
132" ..... 18.00		

**Napkins**  
20"x20" ..... 0.75

**Skirting**  
13' Pleated ..... 20.00

**Chair Covers**  
Folding Chairs ..... 4.00  
Sash ..... 2.00



### Linen Colors:

White • Ivory • Camel • Gold • Red • Black • Aqua • Lime  
Royal Blue • Navy • Burgundy • Teal • Pink • Hunter Green  
Grey • Brown • Sea Foam • Tangerine • Yellow • Raspberry  
Purple • Lilac • Lemon • Light Pink • Orange

We are always adding new colors to our inventory.  
Please ask if you don't see the color you are looking for.  
Prices subject to change.

# CHINA PATTERNS



	White Rim	Platinum Rim	Ivory/Gold Rim	Cotillion	White Square	Black Triangle	Square or Rect. Glass
Chop Plate	N/A	N/A	2.50	N/A	N/A	N/A	3.00
Dinner Plate	0.49	0.59	0.59	0.99	0.99	0.99	0.99
Lunch Plate	0.49	0.59	0.59	0.99	N/A	N/A	N/A
Salad/Dessert Plate	0.49	0.59	0.59	0.99	0.99	0.99	0.99
Bread Plate	0.49	0.59	0.59	0.99	0.99	N/A	0.99
Saucer	0.49	0.59	0.59	0.99	0.99	N/A	N/A
Coffee Cup	0.49	0.59	0.59	0.99	0.99	N/A	N/A
Soup Bowl	0.49	0.59	0.59	0.99	0.99	N/A	N/A
Fruit Bowl	0.49	0.59	0.59	0.99	0.99	N/A	0.99
Salt & Pepper Set	2.50	2.50	2.50	3.00	N/A	N/A	N/A
Creamer	2.50	2.50	2.50	3.00	N/A	N/A	N/A
Sugar	2.50	2.50	2.50	3.00	N/A	N/A	N/A
Demitasse Set	0.90	1.10	1.10	2.00	N/A	N/A	N/A
Platters	Yes	N/A	N/A	N/A	Yes	Yes	Yes

## FLATWARE

Dinner Knife ..... 0.49  
Dinner Fork ..... 0.49  
Salad/Dessert Fork .. 0.49  
Soup Spoon ..... 0.49  
Teaspoon ..... 0.49  
Serving Pieces  
(Tongs, Spoons) ..... 2.50  
Steak Knife..... 0.69



## GLASSWARE

Highball Glass ..... 0.49  
Old Fashioned ..... 0.49  
Water Glass 16 oz ... 0.49  
Wine Glass 8.5 oz. ... 0.49  
Martini Glass..... 0.59  
Champagne Flute... 0.59  
Pilsner Glass ..... 0.59  
Snifter ..... 0.59  
White Wine 10oz. ... 0.69  
White Wine 14oz. ... 0.89  
Red Wine 12oz. .... 0.69  
Red Wine 20oz..... 0.99



**Check our website for additional glassware**



**Cleaning and Breakdown:**  
We ask that all china and flatware be returned rinsed and free of any food debris.  
There will be an additional charge for any equipment returned unrinsed.

## TENTS

20'x20'	20'x30'	20'x40'	20'x50'	20'x60'
30'x30'	30'x40'	30'x50'	30'x60'	30'x70'
40'x40'	40'x60'	40'x80'	40'x100'	40'x120'
60'x60'	60'x80'	60'x100'	60'x120'	60'x140'
80'x80'	80'x100'	80'x120'	80'x140'	80'x160'
100'x100'	100'x120'	100'x140'	100'x160'	100'x180'

## TABLES

	Round	Square
36" (Seats 2-4).....	7.00	18.00
48" (Seats 4-6).....	8.00	25.00
54" (Seats 7-9).....	8.50	N/A
60" (Seats 8-10).....	9.00	30.00
72" (Seats 10-12).....	12.00	35.00
30" Cocktail (Also available in 24", 36").....	10.00	16.00



## Rectangle

5'x18"..... 8.00	4'x30"..... 7.00	6'x48"..... 16.00
6'x18"..... 9.00	6'x30"..... 9.00	8'x42"..... 14.00
8'x18"..... 10.00	8'x30'..... 9.00	8'x48"..... 18.00

## Specialty Tables

Serpentine Table.....	11.00
4' Children's Table (Seats 6).....	7.00
Umbrella Tables..... 48".....	24.00
60".....	25.00
60" 1/4 Moon.....	12.00
1/2 Moon.....	15.00

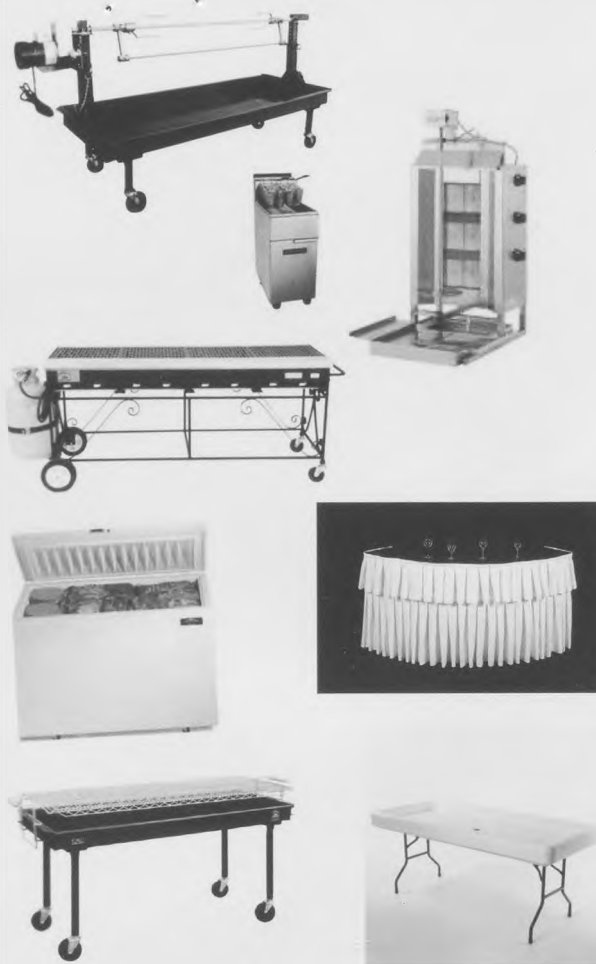


## CHAIRS

Black Plastic Folding .....	1.50
White Plastic Folding.....	2.00
White or Black Padded .....	3.50
Children's Chair .....	2.00
Chiavari Chair (Gold, White, Black, Mahogany, Silver) ..	7.00
Chiavari Chair (Whitewash).....	8.00
Chiavari Stools (Black, White & Silver) .....	15.00
Bar Stool (Black Round Cushion).....	12.00
Leather Stools .....	20.00

# KITCHEN EQUIPMENT

- Grill – 5' Charcoal (Charcoal Not Included) . . . . . 70.00
- Grill – 6' Propane (Propane Additional) . . . . . 145.00
- Full Size Convection Oven (with Propane) . . . . . 350.00
- 30" Propane Oven (Propane Additional) . . . . . 90.00
- Propane Burner (Propane Additional) . . . . . 40.00
- Half Cambro (Holds 4 pans) . . . . . 30.00
- Hot Box – 6' (Holds 20 Sheet Pans) . . . . . 95.00
- Carving Station (Incl. Cutting Board and Lamp) . . . . . 55.00
- Hotel Pans / Sheet Pans . . . . . 3.00
- Ice Cooler – 160 Qt. . . . . 15.00
- Bar – 4' (White or Marble) . . . . . 40.00
- Pig Rotisserie for Charcoal Grill . . . . . 105.00
- Deep Fryer (Propane Additional) . . . . . 175.00
- Microwave Oven . . . . . 50.00
- Gyro Machine . . . . . 275.00
- Butane Burner . . . . . 20.00
- Refrigerator . . . . . 225.00
- Chest Freezer . . . . . 125.00
- Bar – Serpentine . . . . . 50.00
- Fill & Chill Table . . . . . 50.00



# CHAFING DISHES

- 5 Qt. Round . . . . . 15.00
- 8 Qt. Standard . . . . . 18.00
- 8 Qt. Roll-Top . . . . . 39.00

*All chafing dishes come with full or half pans and fuel.  
Additional Fuel \$2 each.*

# COFFEE SERVICE

- 55 Cup Urn . . . . . 15.00
- 100 Cup Urn . . . . . 19.00
- Thermos . . . . . 6.00

# Lounge Furniture

Sofas, Ottomans, LED Furniture  
LED Dance Floor and MORE  
**Call for Pricing.**



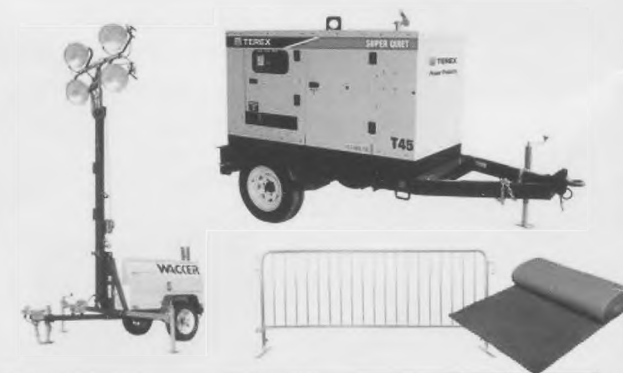
# Fun Foods

- Snow Cone Machine . . . . . 75.00
- Cotton Candy Machine . . . . . 75.00
- Popcorn Cart . . . . . 150.00
- Hot Dog Machine (tabletop) . . . . . 75.00



# Event Equipment

- Stanchions (Chrome or Plastic) . . . . . 12.50
- Rope or Chain . . . . . 7.50
- Pipe & Drape . . . . . 4.50/linear ft.
- Red Carpet (4' x 25') . . . . . 90.00
- Coat Rack . . . . . 25.00
- Barricade (Bicycle Rack) . . . . . 20.00
- Picket Fence - 6' Section . . . . . 30.00
- Generators and Light Towers . . . . . Call for Pricing



## Information & Policies

Delivery service is available at an additional charge.  
Delivery rates are based on first floor delivery.

Any cancellation of a reservation outside of one week of the event date will receive store credit to be used in the future.

Cancellations inside of one week of the event date will forfeit the deposit. All deposits are non-refundable.  
All prices subject to change.





*Purchased Tablecloths  
Stored at Shady Rest & Beth Siano's*

**A shipment from order 539259EFMT has been delivered**

efavormart.com <sales@efavormart.com>  
To: elizabeth.siano@gmail.com

Fri, Mar 24, 2017 at 1:56 PM



ORDER 539259EFMT

**Your order has been delivered**

Haven't received your package yet? Let us know

[View your order](#) or [Visit our store](#)

**Items in this shipment**



**90" WHITE Wholesale Polyester Round Tablecloth For  
Wedding Banquet Restaurant × 5**  
Pack of 1 Tablecloth

*Tea*



**90x132" IVORY Wholesale Polyester Banquet Linen Wedding  
Party Restaurant Tablecloth × 5**  
Pack of 1 Tablecloth



**90" IVORY Wholesale Polyester Round Tablecloth For Wedding  
Banquet Restaurant × 3**  
Pack of 1 Tablecloth



**90x156" WHITE Wholesale Polyester Banquet Linen Wedding Party Restaurant Tablecloth × 2**  
Pack of 1 Tablecloth

*Tea serving tables*



**90x156" IVORY Wholesale Polyester Banquet Linen Wedding Party Restaurant Tablecloth × 2**  
Pack of 1 Tablecloth

If you have any questions, reply to this email or contact us at [sales@efavormart.com](mailto:sales@efavormart.com)

### Customer information

#### Shipping address

ELIZABETH SAND  
Riverside High Garden  
Quincy Vermont 05474  
USA  
6041 WILF ST  
WILFINGHAM  
VT 05474  
United States  
05474VT

#### Billing address

ELIZABETH SAND  
Riverside High Garden  
Quincy Vermont 05474  
USA  
6041 WILF ST  
WILFINGHAM  
VT 05474  
United States  
05474VT

#### Shipping method

Free Shipping 7-10  
Day Delivery

#### Payment method

ending with  
204 \$113.07

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Rental



Light Pink Polysolid—Juniors and Artistic Crafts

Note:  
We viewed samples  
at Plainfield site  
but samples may have  
been faded on samples.



Pink Polysolid-----Boutique



Mint Polysolid-----Horticulture

Purchased

Ivory---Design and Judges Tables, also off-white lace  
overlay for wedding table

White---Tea (with overlays)

# GCNJ PROPERTIES

Properties of GCNJ are available to the GCNJ Schools, Garden Clubs and Board Members.

The Properties Chairman should be notified of the impending date of the event and a Request Form (below) should be filled out reserving the items desired.

*All Properties should be returned within one week of the event. Any broken, damaged or missing Properties must be reported and GCNJ reimbursed. You are required to bring your own containers or boxes to remove your selections.*

Properties are stored at Holly House  
126 Ryders Lane  
East Brunswick, NJ 08816-1331  
732-249-0947

## REQUEST FOR GCNJ PROPERTIES

Date: 4/21/2017

Event: Rake & Hoe Garden Club of Westfield

Event Chairman: Diana Kazazis

Phone: \_\_\_\_\_

Date Needed: \_\_\_\_\_

## PROPERTIES

Amount	Description
<u>4</u>	<u>16" pedestals 16" x 41"</u>
<u>4</u>	<u>12" x 42" cylindrical mesh pedestal</u>
<u>1</u>	<u>gray miniature display box</u>
<u>2</u>	<u>pedestals base for miniature display box</u>
<u>6</u>	<u>risers</u>
<u>2</u>	<u>step risers</u>
<u>3</u>	<u>easels</u>
<u>5</u>	<u>heads for hat display</u>
<u>4</u>	<u>brooch on bracelet black velvet</u>
	<u>bottle</u>

large planters  
easel for displaying  
boutique items

Event Chairman's Signature \_\_\_\_\_

Return Date \_\_\_\_\_

Properties Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

STAGING NOTES ----draft

Most important!! No artificial flowers anywhere!

peripherals  
entrance table  
photography

Layout

1. Hardest thing to do as it requires space, dimension and measurements of everything in the show. First, make a list of all the tables and pedestals and stands required. Be sure you have the dimensions of the space itself.
2. Usually, the layout follows the schedule so that the judges know where everything is. Since the schedule is in draft form, we still have some flexibility in moving things around depending on what lays out best.
3. Of course, the showiest displays are front and center! Each section has its own alcove. Boutique will probably be sharing with part of the flower show again for space.

wedding class

Properties -

1. Be sure to have all the properties from the schedule. # Tables required and sizes, plus pedestals, bottles, easels, signage stands etc. from Holly House. Pick up a bunch of risers from there as height differences give a nice dimensional feel rather than strictly all at one level. ie. If committee is supplying "heads" for hats, then pick up heads at Holly House. There are two large Victorian urns we used at state show there if we can use them for something. Stands for signage or easels.....
2. B. Mullin is properties chair at GCNJ so arrange with her before anything is taken. Pedestals in attic upstairs, bottles etc. are in basement and locked up so require key.
3. Church has 20-60" round tables, 15-6'x30" rectangles and 6-8'x30" rectangles on-site.
4. If staging is not defined in schedule, then it is your responsibility to determine how things will be staged, set up, propped up etc. Follow the schedule to guide you.
5. Historical from La Fleur which was setup the same way: used 9 rounds, 13 eight foot, 6 six foot and 2 in the judges luncheon room. So we must have also rented tables (except invoice only says rented the 30" rounds so church had all else, hmmm).

check this

2 tables  
Lunch  
& Program  
audience  
chairs

\*Tea room used - 5 rounds and 2 - 8' rectangles

\*Boutique used - 2 rounds, 2 - 8' rectangles

\*Horticulture used - 5 - 8' rectangles

\*Design used - 4 cylindrical pedestals, 4 square pedestals, shelf for smalls and 4 - 30' rounds which were rented for table artistry

\* Special Exhibits used 4- 8', 2 rounds and 6-6' rectangles

\* Photo used - big trifold

railings

Flower show sign

ticket sales for both

9 judges  
+ 6 officers  
15

Setup/take down

1. Thursday morning early, set up all the tables/pedestals etc. and cover with tablecloths for each area: flower show, tea and boutique.
2. All members on site at 7pm should be able to help take down everything with you.

Entrance

1. The entrance to the show should be inviting and exciting. It should have the title of the show (coordinate with signage Inge/Barbara Murphy or poster folks). Perhaps also the schedule of programs.
2. Have a table and chairs setup for ticket sales, both show and tea.

Dark green

Lee has lace table for wedding table

~~the table~~

~~Grand Rental Station Rec 22~~

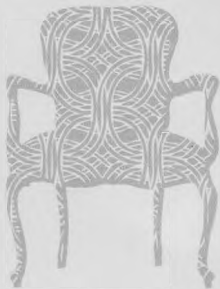
~~Carol English may have tablecloth~~

# WINTERHILL ANTIQUES

425 Park Avenue  
Scotch Plains, NJ, 07076

(908) 322-2553

Mon-Sat: 11-6, Sun: 12-5



WINTERHILL ANTIQUES

3. Depending on layout determined, perhaps an exhibit in the outside hall area too.
4. Be sure there is some creative floral etc. components to represent the show in hall too.

### Creative aspect

1. You create the ambiance of the show with any other staging props. Last time we had Anna Daurio's very lovely Victorian metal screen to section off the Tea room with bench in front and flowers on the bench. We had a variety of colors of tablecloths. We had a big moss wire shoe in the hall, maybe a wire Eiffel tower etc. We had borrowed a full sized wire dress form for the hallway and little ones on the table tops inside.
2. This is the fun part!! Colors, shapes etc. bring life to the show!

### Tablecloths

1. Your biggest expense whether rented or purchased. Grand Rental Station on Rt. 22 in Somerville area was where we have rented for at least twice. Joe DaRold looked into library tablecloths, did not work out. Carol English may have some.
2. We have bolts of lace which can be used everywhere. I'd like to see white tablecloths on the wedding table with the lace rolled out on top of it. I can imagine that perhaps silver candelabras separate the classes. Other than that, leftovers can be used wherever best suited.

4 special exhibits

Need different  
width ribbons  
wide for  
sections

thinner  
classes for

candelabras

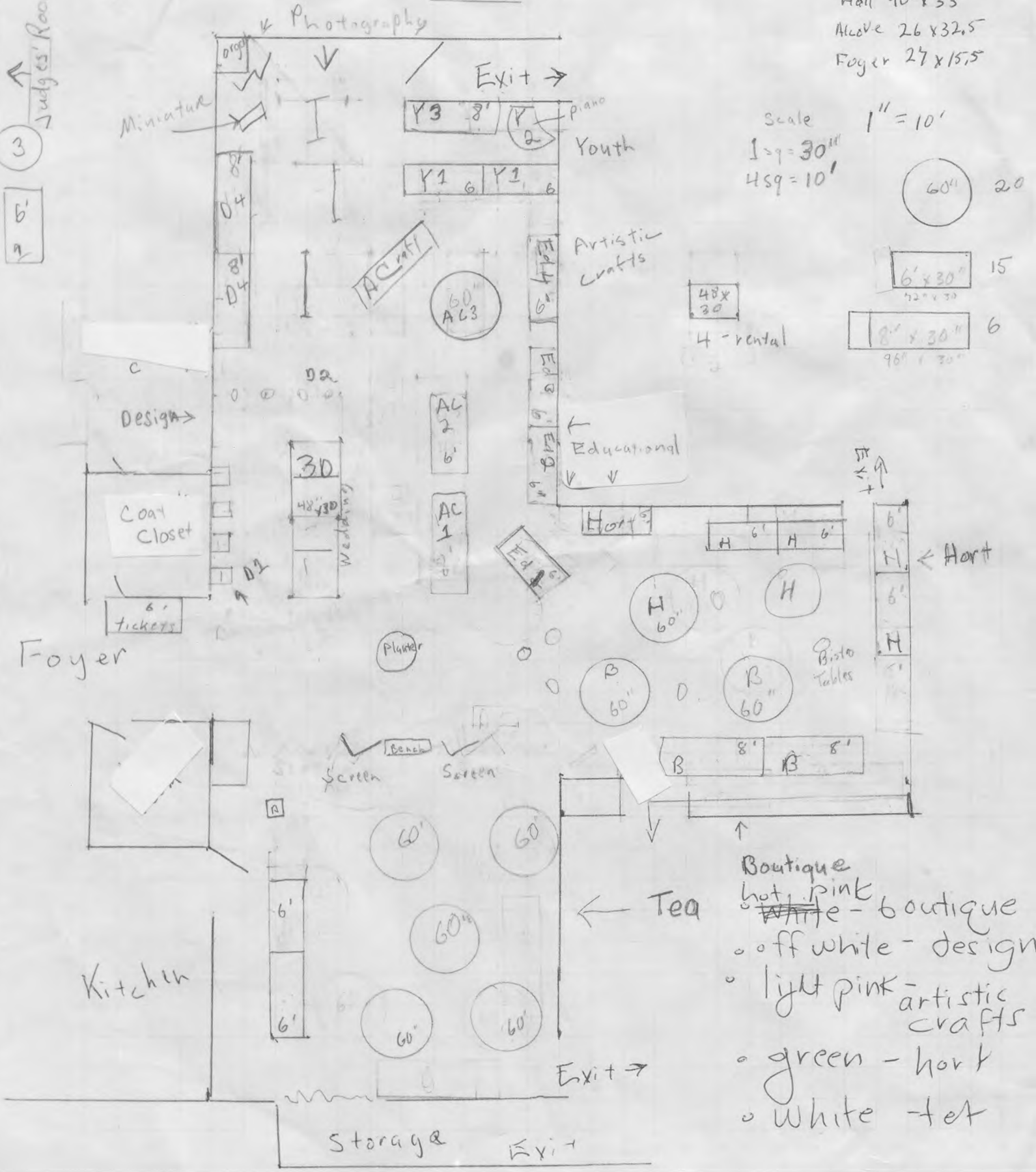


Presbyterian Church  
 Assembly Hall  
 Hall 90' x 33'  
 Alcove 26' x 32.5'  
 Foyer 27' x 15.5'

Judges' Room  
 3  
 6'  
 9'

Scale 1" = 10'  
 1 sq = 30 sq ft  
 4 sq = 10 sq ft

60" 20  
 6' x 30" 15  
 48' x 30'  
 8' x 30" 6  
 96' x 30"



- Boutique  
 hot pink - boutique  
 white - boutique  
 off white - design  
 light pink - artistic crafts  
 green - hort  
 white - tea

~ 32'

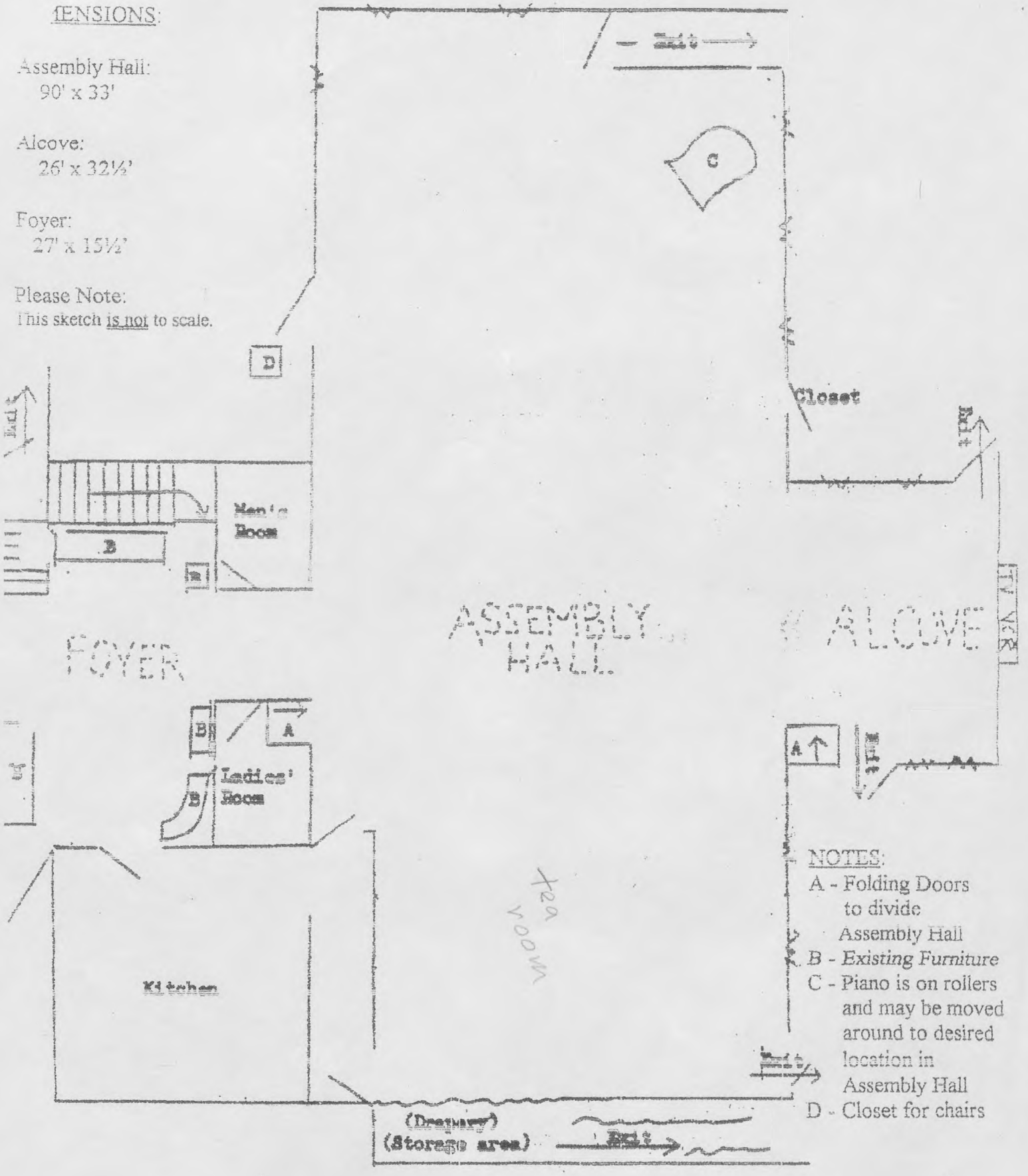
DIMENSIONS:

Assembly Hall:  
90' x 33'

Alcove:  
26' x 32½'

Foyer:  
27' x 15½'

Please Note:  
This sketch is not to scale.



ASSEMBLY HALL

ALCOVE

FOYER

NOTES:

- A - Folding Doors to divide Assembly Hall
- B - Existing Furniture
- C - Piano is on rollers and may be moved around to desired location in Assembly Hall
- D - Closet for chairs

(Dormitory)  
(Storage area)

Exit →

Tea room

TV VCR

Closet

Men's Room

Ladies' Room

Kitchen

Exit ↑

Exit ↑

Exit ↓

A ↑