

Tents

Due to the method in which tents are secured to the ground, there is a specific process to follow to ensure your tent rental is approved prior to your event.

Please follow the below steps when renting tents:

1. Request a quote from the vendor of your choice.
 - There are currently four approved vendors:
 - Toledo Tent & Party Rentals – Vendor #0000014437
<https://www.toledotent.com/>
 - Holland Gardens LLC dba American Event Rentals – Vendor #0000046046 [Americaneventrentalsoh.com](https://www.americaneventrentalsoh.com)
 - Skyline Party Rentals – Vendor #0000041083
<https://www.skylinepartyrental.com/>
 - A1 Tent Rentals – Vendor #0000040916
<https://www.a1tentrentals.com/>
2. You are **REQUIRED** to enter this into FalconsPurch as a non-catalog requisition for a PO as far in **ADVANCE** of the event as possible. The PO will automatically be issued to the vendor and trigger a reservation.
 - This will also alert the Campus Operations team to the fact that a tent rental is taking place on campus. They will require the Tent vendor to provide them State Permitting and make sure that no gas/electrical lines will be hit when erecting the tents.
 - **DO NOT** enter this into FalconsPurch as a payment request.
3. After the event takes place, you will need to create a receipt on the Purchase Order for your tent rental in Falcons Purch.

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