

By Arrangement Refurbishment & Boxing-Up Instructions

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- *Candelabra* • *Fruit/Flower Baskets* • *Chinese Troughs* •
- *Lily Vases* • *Tank Vases* • *Storm Lanterns* • *Trumpet Vases* • *T-light Holders* •



Please note:

- All losses, breakages and other damages to all *Equipment* must be paid for in full
 - All empty boxes should be returned for accounting purposes
 - All *Equipment* should be cleaned, boxed up and returned in accordance with the instructions below. (In so far as this work may not have been carried out by you, an additional charge will be made to cover it.)
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Candelabra (BA11/3G)

also Two-tiered Table Decoration (BA12/2G)

Un-Packing/Re-Packing

The *Candelabra* are delivered to you 5 or 6 to a rectangular box – 630 x 500 x 400mm [25 x 20 x 16"] and weighing approx 16-20Kg

- Please note the way they are packed when they arrive – the '*tops*' are stacked in threes and fours sideways – and keep the boxes, returning the *Candelabra* in them, re-packed in the same configuration
- Please check quantities before packing away – especially that there is the same number of '*tops*' and '*bases*'!

The *Candelabra* boxes fit into an average hatch-back car or they may be boxed and sent by a reputable carrier

Refurbishment

After use, please:

- remove all dead *candles* and *candle wax* by soaking the '*tops*' in hot, soapy water, then draining and drying them thoroughly before returning them to their boxes.
- return the equipment using all the packaging provided.

Please do **not** attempt to scratch the wax off with a sharp instrument, as it will damage the powder-coated surface.

Wire Fruit/Flower Baskets (BA14)

Un-Packing/Re-Packing

The *Wire Fruit/Flower Baskets* are delivered to you 12 in a rectangular box measuring 560 x 510 x 280mm (22" x 20" x 11") and weighing approx. 20kg. They stack in sixes ***sideways***, with a layer of bubble-wrap between each Basket. If required, the moss-lined bowls are boxed-up separately.

These items can be boxed up and sent via courier, if necessary.

Refurbishment

Please:

- rinse out and dry the inside of the plastic bowls thoroughly before packing
 - do **not** remove the moss from the outside of the bowl
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Black & Gold Chinese Troughs (BA15)

Un-Packing/Re-Packing

The *Chinese Troughs* are contained 16 in a box – 630 x 500 x 400mm [25 x 20 x 16"] and weighing approx 16-20Kg. They are stacked **upright** in fours with dividers between each Trough.

These items can be boxed up and sent via courier, if necessary.

Refurbishment

Please:

- rinse and dry with a soft cloth before packing away
 - take great care not to scratch the paintwork
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Glassware

NB May not be couriered; please arrange for private transportation!

Lily Vases (BAS50)

Un-Packing/Re-Packing

The *Vases* are delivered to you in long, individual boxes – 150mm [6"] square x 800mm [2'8"]. Please:

- open at bottom end, as indicated
- remove vase from box, bottom first
- keep the boxes carefully

Refurbishment

After use, please:

- rinse out vase, drain and dry
 - return to box head first
 - close-up bottom end carefully
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Tank Vases (BAS51 & BAS52), Cylinder Vases & 'Fish Bowls' (BAS53)

Un-Packing/Re-Packing

The *Vases* are delivered in boxes of four (or more) items with dividers; please keep boxes and dividers carefully

Refurbishment

After use, please:

- wash in hot soapy water, rinse and dry carefully
 - return to boxes before handing back
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Storm Lanterns (BAS54)

Un-Packing/Re-Packing

The *Storm Lanterns* are delivered in individual boxes within outer boxes of six items; please keep inner and outer boxes carefully

Refurbishment

After use, please:

- wash in hot soapy water to remove all candle wax, rinse and dry carefully
- return to inner and outer boxes before handing back

Trumpet Vases (BAS55), Tall Flute Vases (BAS51.1)

Un-Packing/Re-Packing

Please handle with extreme care

Refurbishment

After use, please:

- wash in hot, soapy water, rinse and dry carefully before returning to the box

T-Light Holders (BAS56)

Un-Packing/Re-Packing

The *T-Light holders* are delivered in boxes(12)/(24) with dividers; please keep boxes and all dividers

Refurbishment

After use, please:

- remove all dead *T-lights/mini Pillar Candles*
- wash in hot soapy water to remove all candle wax, cigarette ash, etc
- rinse and dry carefully
- return to boxes between dividers