



Electric Sun Tanning Equipment Pre-Installation

Specifications, Requirements, and Responsibilities

Welcome to Electric Sun

Welcome to the Electric Sun and Ergoline family. We're excited to have you on board and know that you're anxious to get started with your new tanning equipment. Before booking any event or Grand Opening, please keep in mind that the installation process is unique to each salon. Therefore, due to unforeseen circumstances such as: installation delays and complications, the exact time and date of completion can fluctuate. We strongly advise against booking any advertising media or event until the equipment installation is complete.

Delivery Procedure

While each delivery is unique, we have provided some basic guidelines that are used in the process of planning your equipment install. Your delivery may vary slightly from this plan, adding steps if need be.

1. Once your deposit is received, your order will be submitted to the delivery and setup department. (Includes financial payments for lease arrangements)
2. The delivery coordinator will make an introductory call. This call will consist of a brief review of your order.
3. At the time of the introductory call, you can request a delivery date. We cannot guarantee this date, but it will be used as a guideline when planning.
4. You need to send back this form, signed and initialed where required.
5. The delivery coordinator will then provide a date for delivery. Electricians must be on call for this time. Electric Sun will not be responsible for any charges incurred from electricians who arrive on site before the delivery.
6. On the day of your delivery, you will be contacted for a final review of your order.
7. **Once we arrive on site, we will collect any monies due before we begin offloading the equipment. Failure to provide all monies at the time of arrival will result in a rescheduling and additional billing.**
8. Beds will then be assembled.
9. Once the beds are installed, you will be asked to physically inspect each bed for scratches, cracks, missing parts, etc... These problems should be noted on the Delivery satisfaction sheet.
10. If you have any missing items or a need for a service call, you will be issued a "WE OWE" form. A representative will call you and arrange for the items/service to be scheduled in a timely manner.
11. **Once we leave the premises, we cannot file any warranty claims that are cosmetic in nature.**

Salon Responsibilities

It is very important that you read and fully understand your responsibilities outlined in this document. Following these outlined responsibilities will insure your Ergoline tanning equipment installation is completed in a timely manner.

The salon is responsible for the following requirements listed in this document. Due to the different types of Ergoline equipment, this document does not cover every unit. Details on the individual units are covered in the 'Delivery Specification Sheet' for each bed. It is imperative that all requirements are met prior to the arrival of the Electric Sun installers. Charges will be incurred if the following steps are not completed:

Initials

- You will incur a charge of \$90.00 per hour, plus related expenses, if any additional time or work is required for equipment installation or training.
- You will incur a rescheduling charge of \$750.00 if the salon is not ready and the Installer has to return on a later date. This charge is a flat rate and is in addition to the regular service charge for the return trip. Based on current standard service rates.
- You must give a minimum one-week notice of any scheduling changes prior to the installation date. Not doing so will result in a re-scheduling charge of \$250.00.
- All tanning rooms and hallways not meeting the minimum size requirements will incur an additional charge of 50% of the regular delivery charge for that room. All exceptions must have a Minimum Room Size Exemption Form signed by the Electric Sun Delivery Coordinator prior to the delivery date.

Important: No delivery and installation schedule will be made until all requirements are completed. After completion, you must sign, date and fax pages 2, 4 and 5 (if applicable) to the Electric Sun Delivery Coordinator

Fax # 817-284-2920

Installers Responsibilities

Electric Sun installers are responsible for the following items:

- | | |
|---|---|
| <input type="checkbox"/> Installation of Tanning Equipment | <input type="checkbox"/> Equipment walk-through |
| <input type="checkbox"/> Installation of Timer System (where applicable) | <input type="checkbox"/> Installation of Remote/Main Desk Timer** |
| <input type="checkbox"/> Installation of Timer Display (no wall mounting) | <input type="checkbox"/> Connect Remote Timer to Timer System** |
| <input type="checkbox"/> Connect Timer System to Tanning Unit* | |

* Includes basic installation from tanning unit to an existing wall outlet. Does not include running wire through the wall or creating an additional outlet, unless purchased prior to the delivery.

** Services available if purchased before delivery

Equipment Specifications

Due to the large number of individual tanning systems, please refer to the 'Equipment Delivery Specification Sheet' for exact equipment specifications. Additional information is available by calling your Sales Representative or the Electric Sun Delivery Coordinator: (800) 365-2826

Tanning Rooms

Each Ergoline tanning system has its own recommended room size. Please read 'Equipment Delivery Specification Sheet' for exact room dimensions. The room sizes listed are minimum sizes. Rooms that are larger than the recommended size are acceptable. A room that is smaller than the recommended room size must have pre-approval from the Delivery Coordinator prior to the delivery date. A Minimum Room Size Exemption Form must be signed prior to delivery in order to prevent an additional delivery charge. The room floor must be level and free from obstructions. Sufficient overhead room lighting is required.

Electric Sun cannot and will not be responsible for any overheating problems that your equipment may experience due to insufficient room size. Furthermore, if rooms are smaller than recommended, Electric Sun's installers will make every effort not to damage the interior of the building and/or the equipment, but will not be responsible if damage occurs. This also applies to hallways outside the tanning room. Hallways need to be a minimum of 48" in order to allow sufficient space to maneuver the tanning unit into the room. Electric Sun cannot guarantee the bed installation into a facility who does not meet the minimum size requirements.

Code Compliance

To stay in compliance with city and state codes, you must consult your contractors. Local codes vary and are not the responsibility of Electric Sun.

Electrical

Please review the 'Delivery Specification Sheet' on each of your tanning units for exact electrical requirements for your tanning units. We always welcome the opportunity to talk directly with electricians. This allows us to make sure that there is no miscommunication on the equipment requirements. You are responsible for making sure that the electrician knows what type of equipment he is preparing for, as well as making sure that he/she has properly viewed and understands the specification of each tanning unit.

Important: Under NO circumstances will Electric Sun installers be responsible for any electrical service installation. Your electrician must be present to connect the tanning unit to electrical power.

Salon Access

Installers may need early access to your salon.

Because there is much work to be accomplished, the installer will need full and complete access to the salon (earlier or later than your normal operating hours).

We understand that the condition of your equipment is the most important thing. For this reason, we ask that all obstructions, contractors, and other equipment (ladders, paint, extension cords, etc.) be removed out of the hallways and main walkways. This will allow our installers to properly and safely carry your equipment without risking damage to the tanning unit, the salon, or even the installers.

Please notify the Delivery Coordinator if the salon access requires the use of stairs or is on a second level. This includes the use of freight elevators or ramps. An additional charge will apply for this type of installation.

Electric Sun Pre-Installation

Requirements and Responsibilities CheckList:

- In Compliance with city codes:** Consult your contractors.

- Owner or Manager On-Site:** Day of delivery. Responsible for signing-off on equipment delivery as well as condition of equipment when delivered.

- Electrical:** (Salon): Tanning rooms must have proper wiring. Breakers should be turned off during installation. Salon must have permanent power. No temporary power is allowed.

- Electrical:** (Hallways/Tanning rooms): Several accessible 110V outlets must be available to allow electrical tools to be plugged in to them (Fans, drills, etc...).

- Lighting:** (Salon): The entire salon must have sufficient overhead lighting. **No temporary lighting.**

- Salon Access:** Arrangements have been made for access to the salon with installers.

- Salon Access:** All obstructions, equipment, and other contractors/workers completely out of the way. This includes extension cords, and tools.

- Room Size and Hallway:** Room sizes and hallways for all tanning units are at least minimum size. If room is not proper size, a Minimum Room Size Notification Form has been turned in, and signed for approval by the Electric Sun Delivery Coordinator. Electric Sun cannot and will not be responsible for any overheating problems that your equipment may experience due to insufficient rooms size. Furthermore, if rooms and/or hallways are smaller than the recommended size, Electric Sun's installers will make every effort not to damage the interior of the building and/or the equipment, but will not be responsible if the damage occurs.

- Delivery Specification Sheets:** You have read and fully understand all information listed, including electrical and room requirements. Please note that it is your responsibility to provide this information to your contractors.

I agree that all of the requirements listed above have been completed.	
Salon Name _____	City _____ State _____
Salon Owner Signature _____	Date _____

Important: No delivery and installation schedule will be made until all requirements are completed. After completion, you must sign, date and fax the Requirements and Responsibilities Check List to Electric Sun's

Delivery Coordinator. By signing above, you agree to pay any charge associated with not fulfilling the above requirements.

Fax # 817-284-2920

Minimum Room Size Notification Form

Equipment Specifications

Carefully read ‘Delivery Specification Sheet’ regarding the type of equipment you are planning to use in your salon. The minimum room dimensions are listed in order to provide your customers a comfortable environment to use your tanning equipment, as well as a safe place for Electric Sun installers. Each piece of equipment has special requirements, so providing adequate space is a necessity to the operation of the tanning equipment (excessive heat, exhaust systems, etc...). If you are in a situation in which your tanning room is smaller than the recommended room size, you will need to have approval from the Electric Sun Delivery Department prior to the date of the delivery. This will insure that the delivery of your new Ergoline tanning system is completed in a timely manner.

Important: Additional charges will apply. Please refer to Pre-Installation Requirements and Responsibilities Checklist for list of related charges.

Salon Name _____ City _____ State _____	
Tanning Equipment Model _____ Delivery Date _____	
*Please fill in dimensions in the appropriate diagram below	
Salon Owner Signature _____ Date _____	
Electric Sun Delivery Department Signature _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date _____	