



## RADNOR RACES 2024

### How to Place an Online Order

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

#### LOG IN/REGISTER

Login and/or register for online access to your event.

To log in, enter your email address and password. Once in, you can begin building your cart – See additional information needed to start/complete your cart.

To register, you will need a valid email address. If you are placing the order for your own personal use, choose Personal Account. If you are placing the order on behalf of a company, you will need to enter your EIN number.

For complete instructions on how to create an account, [click here to view a quick video](#) for assistance.



#### CREATING A CART

Once you are logged in, you can begin creating a cart! In the upper left area of your screen, there will be a field called Cart Name. This is where you will need to enter the following information:

**Radnor Hunt / TENT NAME / TENT NUMBER  
/ FIELD LOCATION**

Both the Tent Name and Number should be provided to you by the Hunt organizers. (Ex: Radnor Hunt / North Infield Rail / 2-3 / Party Rental Ltd.)

Next, look for the “Black Block” in the upper right corner of your screen. Be sure to change the date to the date of your event at the hunt and make sure your delivery location is set to Malvern, PA.

You can then begin building your cart. If you know exactly what you would like to order, please navigate through the product pages, or use the Quick Add box to type in the product name to add items to your cart. For additional help creating a cart, [click here to view a quick video](#) for assistance.



## CHECKOUT

Once your cart is built and you are ready to complete the checkout process, click the CHECKOUT button on the cart screen. You will notice at the top of your screen arrows reflecting the steps you will go through for this guided process.

Notes when checking out the order:

**Delivery date should be Thursday, May 16th, 2024  
Time Window is 8 AM - 6 PM**

**Pickup date should be Sunday, May 19th, 2024  
Time Window is 8 AM - 8 PM**

**Delivery Location is RADNOR HUNT**

We have a \$500 minimum that will be waived once the order is placed in our system with a credit card payment. Please note the credit card will not be authorized until May 16, 2024.

Once you place your event, please email [Sandrad@partyrentalltd.com](mailto:Sandrad@partyrentalltd.com) with your Event number and she will remove the minimum charge.

For additional assistance regarding the checkout process, please [click here to view a quick video](#).



## NEED TO MAKE REVISIONS?

Once you are checked out and have received your Event Number, you can log in to make edits to the event if needed.

Once logged in, navigate to the My Account or Upcoming Events area of the website. Locate the event in the list and click on the three dots or the black arrows to open options.

Once viewing the options, click on Modify/Edit to make changes to your event. We have a helpful video on how to modify/update your cart – [click here to view the video](#).



**HOW TO REACH  
CUSTOMER SERVICE**

The quickest and easiest way to reach the Customer Service team with questions or concerns is through our Live Chat feature. Our team can assist you with product questions, website guidance, and assistance with the checkout process.

Once you are checked out and have your event number, you can also contact the office directly at 844-GO-HIPPO. You will be prompted to enter your Event number to reach any of our knowledgeable Event Rental Specialists who are working on Radnor Hunt events.

**COMMONLY USED  
ITEMS FOR THIS  
EVENT**

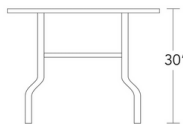


**FOLDING\_CHAIRS**



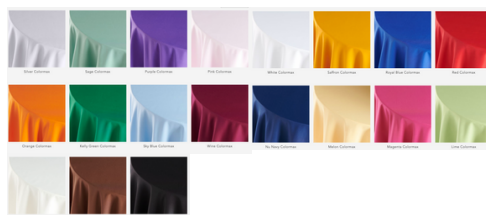
**TABLES**

**6' x 30" table and 8' x 30" table**



**COCKTAIL TABLES**

**Cocktail table 30" x 42" high**



**LINENS**

132" x 90" tablecloth size = 6' x 30" Table

156" x 90" tablecloth size = 8' x 30" Table

114" round tablecloth = 30" x 42" Cocktail Table