Inventory Management: All the Moving Pieces

Saturday, Feb. 21, 2015

9:00 – 10:15 a.m.

Rental Industry Panelists

Jason McClure, CERP, Manager, All Occasions Party Rentals, Knoxville, Tenn.

Jonas Hutchison, CERP, Operations Director, Party Reflections, Charlotte, N.C.

Rachel Sanders, Outside Sales, Tates Tents & Events, Boise, Idaho

Reggie Eda, Co-owner/Manager, Oxon Hill Rentals, Fort Washington, Md.
Inventory Management: All the Moving Pieces

Rental Industry Panelists

Jason McClure, CERP, Manager, All Occasions Party Rentals, Knoxville, Tenn.
Jonas Hutchison, CERP, Operations Director, Party Reflections, Charlotte, N.C.
Rachel Sanders, Outside Sales, Tates Tents & Events, Boise, Idaho
Reggie Eda, Co-owner/Manager, Oxon Hill Rentals, Fort Washington, Md.

Educational Session Sponsors:
Alert Management Systems
Aztec Tents
Seitz, The Fresher Company
TopTec Products

Please remember to thank these educational session sponsors

Booth 6121
Booth 4025
Booth 5041
Booth 4651

Inventory Management

Ensure correct inventory

• Rental software prep reports.
• Load and unload crews are each responsible for double checking.
• Rely on our staff.

Physical inventory

• How often? Once, twice a year or continually.
• Count the season’s biggest movers to update the rental software.
Inventory Management

Storage

- First rule of storage is “everything has a home.”
- Returned items are checked for cleanliness and quality prior to being restocked.
  - Damaged items placed in specific area.
  - Maintenance crew reports the damage to our inventory manager, noting whether it can be fixed or not.
    - If it can’t be fixed, it is removed from inventory
    - If it can be fixed, it is placed on a work order so it’s removed from rental stock.
  - Once the item is fixed the process is reversed.

Dishes and Tabletop Products

Rachel Sanders
Tates Tents & Events
Boise, Idaho

Racking to keep inventory safe

- During transport and storage
- 99 out of 100 times, more dishes will get broken in your care than at any event
- Locking racks of various sizes
Bagging

- Wrap full crates in plastic to keep them safe and clean
- Partial crates identified quickly

Simple Milk Crates

- Alternative to plate racks to transport plates.
- Inexpensive, stackable and keep the dishes safe in transport.
- When pulling an order, we include the number of crates needed so that rather than counting 500 plates on a job site, our staff can see that they have loaded 25 crates. We count each piece in the dish room as the order is being cleaned and returned to the appropriate shelf.

Storing Plates

We wrap all of our plates in quantities of 5’s and 10’s and rent them that way.
Labeling each rack and crate for delivery or will-call

• We use a rental software labeling system.
• Before an order is pulled, the crates and racks are added to the contract according to the quantity of dishes.
• We then print the corresponding number of labels for each order and affix them to the crates and racks.

Labeling each rack and crate

• When this order comes back on a truck with multiple other orders, the truck can be loaded efficiently and our dish room will still know where each crate and rack came from.
Most importantly, keep your inventory as safe as possible during storage and transport. *LABEL, *LABEL, *LABEL

Next, be sure to count the largest items on your job sites at time of strike.

Lastly, count individual small pieces as the order is unloaded and cleaned back in your dish room!

### Staged Order – Ready To Go

- Most importantly, keep your inventory as safe as possible during storage and transport. *LABEL, *LABEL, *LABEL
- Next, be sure to count the largest items on your job sites at time of strike.
- Lastly, count individual small pieces as the order is unloaded and cleaned back in your dish room!

Flatware in packs of 10

Flatware stored in bins by item
Flatware sorted by style

China wrapped in 10s & sorted by item/style

Glassware packed in racks sorted with color coded tags
Chargers packed in 10s stored in "Q" crates sorted by item/style

"Q" crates are large enough for chargers and stack with standard milk crates

Serving trays are sorted by size/style
Miscellaneous table tops & serving pieces sorted by item/style

Packaging
• Packaged by the dozen
• Distributed by stackable crates for easy transportation

Cleaning and Storage
• Two staffed dishwashers
• Stored on separated storage racks

Receiving and Inspection
• Returned by customers in the same crates
• Inspected for damages and cleaning

Linens

Jason McClure, CERP
All Occasions Party Rentals
Knoxville, Tenn.
Laundered & sorted by size/color

Bagged & tagged with color-coded size tags

Staged to hang
Hung/sorted by size/style

Hung/sorted by size/style

Napkins are packaged in 10s & 50s and sorted by style/color
Chair ties are packaged in 10s and sorted by style/color

Chair covers are packaged in 5s and sorted by size/color

Linens are pulled and staged for loading
In-house and Sub-rented Linen
- Basic stock of popular colors and sizes
- Specialty colors and fabrics are sub-rented to maximize on space and cost

Packaging
- In-house linen are wrapped and stored on racks
- Sub-rentals are packed and labeled by sub-renter (event & name)

Receiving and Inspection
- Laundry bags
- Separated in bins
- In-house linen is cleaned by sub-rental company

Tenting
Reggie Eda
Oxon Hill Rentals
Fort Washington, Md.

Inventory
More than 50 types of canopies available
- Pole and frame canopies
- 10’ x 10’ up to 30’ x 40’
Storage

Poles are wrapped together after returns with plastic wrap

Storage

Connectors are stacked in labeled containers

Storage

Poles and canopies are stacked on labeled racks
Servicing and Cleaning

- All items are cleaned and inspected by hand during pickup and back at the warehouse
- Dirty canopies are separated in designated areas to be inspected and tagged
- Canopies are hand washed and hung dry

Tent Rack Inside Truck

Tent Storage
Tent tops are palletized with smaller pole sets stored underneath.

Larger tent frames are staged & sorted by style.

Tables, Chairs and Furniture

Jonas Hutchison, CERP
Party Reflections
Charlotte, N.C.
Rectangular banquet tables are stacked in 20s and separated by 4 x 4s for forklift access.

Samsonite chairs stored on stacking metal racks – 150 when full.

Round tables also stored on stacking metal racks – count varies.
Cocktail tables stored/sorted by shape/size

Custom barrel tables palletized and sorted by shape

Stored in custom-made furniture pad bags
Pallet rack spaced to allow room for pews underneath.

Barrels and Pews

Furniture stored on stacking metal racks & pallet racking - wrapped in furniture pads and/or used linens.
Storage

Stored in warehouse and storage containers that can be easily moved

Receiving

Tape, tacks, staples, etc. are removed immediately on return

Chairs are inspected for damage and missing feet

Repairs

Tables are repaired in house

Larger damaged tables are fabricated into smaller rental tables
Miscellaneous Products

Jason McClure, CERP, Manager, All Occasions Party Rentals, Knoxville, Tenn.
Jonas Hutchison, CERP, Operations Director, Party Reflections, Charlotte, N.C.
Rachel Sanders, Outside Sales, Tates Tents & Events, Boise, Idaho
Reggie Eda, Co-owner/Manager, Oxon Hill Rentals, Fort Washington, Md.

4’ x 4’ stage/floor pieces stacked, then palletized & stacked

Inflatables are palletized / turf rolled, sorted and staged for re-use
Drape base cart

Upright cart

Drape Cart

Drape Storage
Chandelier Cart and Storage

Fire Extinguisher Storage and Crates
Please complete the EVALUATION before leaving.

**Next Sessions**

<table>
<thead>
<tr>
<th>Room</th>
<th>Session Title</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>291</td>
<td>It's Time to Make Networking WORK!</td>
<td>Todd Cohen</td>
</tr>
<tr>
<td>284</td>
<td>A Ballasting Act</td>
<td>Panel</td>
</tr>
<tr>
<td>289</td>
<td>Let's Talk – About Your Team</td>
<td>Panel</td>
</tr>
<tr>
<td>287</td>
<td>Stitch by Stitch: Make, Mend and Maintain Your Linens</td>
<td>Panel</td>
</tr>
</tbody>
</table>