

2009 RESERVATION FORM POSTER DISPLAY UNITS

Two types of units available:

Wooden A-Frame with two 48" H x 96" W carpeted boards per unit – not on casters and with a larger footprint	Aluminum Frame Double-sided Corkboard units with freestanding 48" H x 72" W - reversible boards that have four casters
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Please complete and FAX to Ms. Cathy Allison at (410) 455-5831

**Your cooperation will ensure that we can continue to offer use of these
poster display units without fees to the users.**

Terms of Usage:

- Boards must be used indoors and on UMBC campus only
- Adhesive labels are NOT to be affixed to the poster frame borders – to be attached to carpeted surface only
- Push pins are to be used on the carpeted or corkboard surfaces only
- All transport of the poster display units must be coordinated through UMBC's Student Workforce (which must charge for its services and will require and receive a signed copy of this form once approved)
- Report any damage to the units immediately to Mrs. Kathy Lee Sutphin at Ext. 5-2271 or sutphin@umbc.edu
- Departments/Units using the boards are responsible for any damages to the units, which include the removal of adhesive labels or residual adhesives. Repair costs will be assessed commensurate with damage incurred beyond normal usage

Event for Which the Boards Will Be Used: _____

Contact Person: _____

Sponsoring Department(s) or Unit(s): _____

Phone Extension: _____ E-Mail: _____ Fax: _____

Date of the Event: _____

Actual Start and End Time for Event: _____

Set-up Date and Delivery Time: _____

Post-Event Date and Pick-Up Time: _____

Campus Location Where Units Will Be Used (Building and Room #):

Number of Complete Poster Units you are requesting. (Please note that each A-frame unit has two surfaces with approximately 8' wide x 4' tall of board space per surface): _____

I have read the terms of using the units and assume responsibility for observing them.

Signature of Contact Person

Date

Please debit the following UMBC Chart String for moving and related fees:

AMOUNT	T Code	FUND	DEPT	P- FIN	ACCOUNT	Unit	PROJECT	ACTIVITY	R- TYPE	Analysis Type

_____ Request Approved

_____ Request Denied

_____ Form Routed to
Student Workforce