DISPLAY MATERIAL CHECKOUT

Name: ______________________________________    Dept: _________________________    Ext: ________________

Est. pick-up date:__________________________   Est. return date/time: __________________ Index code:______________

ITEMS CHECKED OUT:

1. Large Exhibit display – 4 curved panels (7.5 ft. height, 2 ft. deep, 10 ft. wide)
2. Tabletop display – 2 curved panels (5.2 ft height, 1.8 ft. deep, 6 ft. wide)
3. Media Backdrop – 1 curved panel (8 ft. height, 2 ft. deep, 10 ft. wide)
4. PSU Flag and stand
5. PSU Umbrella (2)
6. PSU vinyl banner (white lettering on PSU green): Cable to hang banners (through grommets) provided with check-out.
   - 9’wx 3’h (2)
   - 6’w x 2’h (2)
   - 2’w x 3’h (2)
7. Standing banners (33.5” x 78.75”) Notes: There are up to nine frames and cases to check out at a time.
   - Fearless Standing Banners (33.5” x 78.75”)
   - Let Knowledge Serve Banners (33.5” x 78.75”)
8. Table drape w/logo Black drape (30” x 66”)             White runner (4.76” height x 23.85” wide)
9. Podium signs (for off-campus events)
   - 9.75 “ x 29.75” – green sign with white lettering and accent green logo
   - 11” x 29” – black sign with white lettering and PSU green logo
10. A frame sandwich boards. (2) Double sided 24” x 36”
11. Easels
   - Table-top casel (1.2 ft.)    (4) Instant display easels (5.3 ft. – holds up to 10 lbs)
   - Instant display easels (5.3 ft. – holds from than 10 lbs)
12. PSU Tent value $3000
13. Tent side for photobooth
14. Flip Cam
15. Flexible Flip Cam tripod
16. Flip Cam USB cable

All material(s) must be returned to UComm in the same condition in which it was received. If materials are lost or returned damaged, your department will be charged for replacement or repair.

Checked out by (signature): ______________________________________ Date: ___________________

Received by (UComm): __________________________________ Date returned: ___________________