

Poster Display Panels

The Office of the Vice-President for Health Sciences has a set of poster display boards available to organizations of the University for use in educational, scholarly and service programs. The poster boards are 4' X 6' units covered with fabric. Both sides of each poster board can be used as a display surface; displays *must* be mounted on the display surface employing adhesive Velcro "dots" or strips to avoid damage to the display surface. Fifty-five (55) poster boards are available. These may be used in a "linked" or "stand alone" configuration; support poles (72) and stabilizing "feet" (16) are available as components of the display set. The boards can only be used with the long (6') dimension mounted horizontally. The display panels, mounted on the support poles, stand 2' above the floor surface (i.e. the top of the 4' display panel is 6' above the floor).

Guidelines for utilization of these display panels are given below:

1. Submit a request for utilization of the poster boards a minimum of two weeks in advance using the attached form.
2. The poster boards are permanently stored in the Medical Sciences Building on the MCV Campus. If use is off-site (i.e. other than the Medical Sciences Building), all arrangements for transport and return, including any associated costs, are the responsibility of the user. For off-site use [i.e. not in the Medical Sciences Building (MSB)], staff (Mr. George Smock) at the MSB desk will provide access to the storage site when the attached form with the approval signature by Dr. Chlebowski is presented. (Mr. Smock is available from 8:00 a.m.-4:00 p.m., **MTWRF** please plan accordingly.) Please ensure that Mr. Smock will be available on the day you desire access (see also 8 below). The boards may not be moved from the MSB or returned to the MSB on weekend days.
3. The storage site in the Medical Sciences Building is the AV Service storage room, which is located on the corridor flanking the auditorium on the lower level.
4. If Rooms 104 and/or 105 in the MSB have been reserved, the key to the room can be checked out from the Media Services Office in Sanger Hall (Room B1-018) provided that the authorization from Room Scheduling is presented; this does not supercede the requirement for presenting the poster board authorization at the MSB.

5. Mounting of displays on the poster boards must be done using adhesive Velcro dots or strips. The use of push pins or tacks damages the poster material and should not be employed.

Velcro “dots” are consumable supplies and are not provided with the poster boards. These can be purchased at most office supply stores. For bulk orders, information on a local supplier is provided below:

**DunMar Exhibit Services
4812 Market Drive
Contact: Debi Spivey (757) 244-6146 ext 214 dspivey@dunmar.com
VCU Vendor # A046320000
25 Yard Roll Velcro Dots \$115.00 per roll + \$25.00 Flat Shipping fee (*not per roll*)**

An alternative vendor for the “dots” has been identified offering a significantly greater range of products at what appears to be a significantly lower cost:

**Textol Systems, Inc.
www.textol.com
Phone: 800-624-8746
Fax: 201-935-1824
e-mail: sales@textol.com**

The product line is referred to as “coins” or “Velcoin” fasteners. You are ordering the “hooks” rather than the “loops”. The 5/8” or 3/4” sizes are the “standard” but larger sizes and tapes are available which may be more suitable for mounting the “one piece” posters that have become popular.

6. As indicated on the request form, a valid VCU account code must be provided. The cost of any damage to the poster boards or support poles, etc. is the responsibility of the user. (Replacement cost of a single poster board and support poles is \$500).
7. Advance planning and coordination with Mr. Smock is recommended to avoid problems. Mr. Smock can be reached at 828-4250.
8. In the event that an emergency situation occurs involving access to the room in which the boards are stored and Mr. Smock is out, please contact Ms. Alice Mitchell, Facilities Coordinator for the Office of the Vice President for Health Sciences at 828-9594.

POSTER BOARD USE REQUEST (2006 – 07)

Name:

Department:

Phone:

FAX:

E-Mail:

VCU Account Code:

Number of boards requested for use:

Number of pole sets requested for use (two pole sets for a “stand alone” single board; linked boards require less than two pole sets per board:

***Dates of intended use:** _____ **through** _____

**** Date/Time of removal from MSB storage:**

**** Date/Time of return to MSB storage:**

***Start and end dates refer to the dates on which the poster boards are removed from and returned to the storage room in the Medical Sciences Building.**

****Removal from and return to MSB storage must be scheduled Monday-Friday between 8:30 a.m. and 3:30 p.m. only**

Site of intended use:

Activity (provide a brief description of the program/function for which the poster boards will be employed):

Submit the completed Request Form at least two weeks in advance of the date of use to:

**Dr. Jan F. Chlebowski
Office of Graduate Education, School of Medicine
Box 980565
(FAX: x8-6011)**

Approved for use as indicated

_____ **Dr. Jan F. Chlebowski**

_____ **Date**

