

# Poster Display Panels - Guide for Use 2016

## Introduction

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. **The use of pins, tacks, tape, etc. is strictly forbidden as this causes damage to the board surface.**

We now have a total of one hundred and forty (140) poster boards which may be reserved. These may be used in a "linked" or "stand alone" configuration. There are one hundred and eighty-one (181) support poles (both components and one hundred and eighty-one (181) stabilizing "feet" available for reservation. Each support pole consists of an upper and lower section which are assembled for use; we have a stabilizing "foot" for each of the support poles available. 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).

If a large number of the boards are to be used, the number of pole support sets is NOT sufficient to allow "stand alone" use (i.e. two pole sets per board). For examples of the use of the boards in a variety of configurations, see within or at the Pole Panel Display Gallery provided by the manufacturer at:

<http://www.american-image.com/trade-show-booth-modular-panels/pole-panel-gallery/>

## Guidelines for Utilization of the Display Panels

Over the past several years, the number of requests for use of the boards has progressively increased. Increased demand has led to potential conflicts arising from requests for use of the boards in the same time frame. We approve board reservations in the order in which they are received but make every attempt to address multiple "same day" reservation requests. The increased demand requires that individuals or groups reserving the boards do so with careful planning which would normally entail the use of a scaled floor plan of the site in which the boards are to be used. This will avoid reserving more materials than are actually required (which leads to problems with temporary storage and the complete return of all components to the storage site). While the acquisition of new boards and poles in the Fall of 2011 and the Spring of 2015 allows us greater flexibility in having multiple groups use boards simultaneously, **the need for careful planning has not been diminished.** We have revised the guidelines for use of the boards accordingly.

1. Submit a request for utilization of the poster boards using the attached **form a minimum of two weeks in advance of the day(s) of intended use.** Requests may be submitted by a Fax of the completed form sent to Dr. Jan Chlebowski ( Fax: 804-827-1469) or by e-mail to Dr. Chlebowski (jfchlebo@vcu.edu) **attaching a scan of your completed request form along with a floor plan illustrating how the boards will be deployed.** If your request is approved, a copy of your form, bearing an authorization signature will be returned to you. **Requests for use of the poster boards must be made on behalf of an institutional unit (e.g. a Department or Administrative Office) and be submitted bearing the name, title and institutional unit of the individual submitting the form along with the name of the faculty member responsible for the event.** A department sponsor must agree to submit the request and accept responsibility for the boards should board use by a student organization be contemplated. We are unable to accept requests from students or student organizations. **An account code must be provided as a source of funds should the boards undergo damage in use requiring repair or replacement.**
2. **The request form includes the number of boards you wish to reserve, the number of pole sets (one set refers to a single pole composed of the top and bottom sections) you wish to reserve, the site at which use will take place, the date(s) of proposed use and the date/time of removal from storage (see below) and the date/time of return to storage. The event/function at which the boards are to be used must also be identified.**

- 3. A floor plan illustrating the set up for the use of the boards should accompany the request form. Planning for the appropriate number of boards and poles limits issues which arise when boards and poles are not used and must be temporarily “stored”. We cannot approve requests for “all” the boards and poles or requests which do not indicate the specific room location(s) at which the boards will be used. Careful planning allows the optimum use of this resource by multiple members of the VCU community. Linking the boards in a row reduces the number of pole sets required and a shallow “zig-zag” arrangement is more stable. The inclusion of the floor plan also provides personnel with guidance for setting up the boards on delivery. An illustration of “linked” boards in use is given below and examples of floor plans are attached at the end of these instructions.**



In designing your floor plan ensure that a scale is present to allow determination of the number of boards required. See the attached example of a floor plan for the use of KMSB 104/105 as an example.

- 4. 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 board material and is NOT allowed. Users are accountable for damage to the boards.**

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](http://www.textol.com)  
Phone: 800-624-8746  
Fax: 201-935-1824  
e-mail: [sales@textol.com](mailto: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.**

5. The poster boards are stored in the Kontos Medical Sciences Building (KMSB) on the MCV Campus. **If use is at a VCU site other than the KMSB, all arrangements for transport and return with Facilities Management, including any associated costs, are the responsibility of the user.** For use at locations other than the KMSB, Facilities Management ( <http://quikfm.vcu.edu/> ; 828-9444) must be employed for pick-up, delivery and return of the boards. Submit an appropriate and detailed work order well in advance of the dates of removal and return of the boards to the storage site. Facilities Management is also able to assist in the set-up of the boards.
6. **If you intend to use the poster boards at a location which is not part of VCU**, contact Dr. Chlebowski (804-828-1023, [jfchlebo@vcu.edu](mailto:jfchlebo@vcu.edu)) to determine in advance if accommodation of your request will be possible.
7. **If you intend to use the poster boards in the KMSB (Rms. 104/105) or MMRB (Rms. 1009/1011 or 1013)**, be aware that you must have made your reservation of the space ***including adequate time for advance board set up*** (whether performed by Facilities Management or not) as access to these rooms is now remotely controlled. Contact Ms. Mary-Anne Smith (828-9594, [masmith6@vcu.edu](mailto:masmith6@vcu.edu)) to verify the reservation.
8. **If you intend to use the poster boards in the KMSB, rooms 104/105 and are using your own personnel to set up and take down the poster boards**, you must confirm your reservation of the space before a request for the poster boards is submitted. Contact Ms. Mary-Anne Smith (828-9594, [masmith6@vcu.edu](mailto:masmith6@vcu.edu)) to verify the reservation. **If this is the case, you will be sent a Key Authorization form and will be able to obtain the key to the AV room in KMSB where the boards are stored. Keys will be obtained from Ms. Smith’s Office at Rm 107 Putney House** (Putney House is located at the corner of E. Marshall and 11<sup>th</sup> Sts; best to enter through the garden door on the 11<sup>th</sup> St. side of the building; the office is immediately to your right as you enter) **at the time designated on the Key Authorization form.**

9. The storage site for the poster boards is the AV Storage room in KMSB, which is located on the corridor flanking the left side of the auditorium on the lower level (near the bank of elevators). The boards and pole sets can be transported to the first floor using the elevators (the boards fit on the elevators). The boards and pole set containers must be carried at all times. Do not slide the boards or pole set containers as this will damage the floor.
10. If Rooms 104/105 in the KMSB have been reserved, the key to the AV storage room will be provided to you when you check out keys to rooms 104/105 from Media Support Services Office in Sanger Hall (Room B1-018) provided that the authorization from Room Scheduling is presented.
11. If the boards are to be used outside of 104/105 KMSB, advance planning and coordination with Facilities Management regarding pick up and return times is strongly recommended to avoid problems. If the site for use is not the Kontos Medical Sciences Building (KMSB) and an emergency situation occurs involving access to the room in which the boards are stored please contact Ms. Mary-Anne Smith, Manager, Health Sciences Instructional Scheduling, for the Office of the Vice President for Health Sciences at 828-9594.
12. If the site for use is the University Student Commons (MP Campus) or the Larrick Student Center (MCV Campus), the individual scheduling the event should discuss the use of the boards with the USC&A (University Student Commons & Activities) Event Planning office. For use of the boards on hardwood floors special mats have been obtained to avoid damage to the floors. If USC&A is **NOT** able to provide transient storage of the poster boards at either of the two locations; arrangements must be made to return the boards to storage and is the responsibility of the user organization. As indicated above, boards must be returned to KMSB by 3:30 p.m. on the day of return. Use of the poster boards in the Hunton Student Center is not permitted.
12. The poster boards may not be picked up for use outside the KMSB or returned to the KMSB on Saturday or Sunday or Holidays. Users must ensure that there is an appropriate and secure location for the boards to be stored until they can be returned. A memorandum describing the storage of the boards must be provided and approved before reservation of the boards will be allowed.
12. Arrangements to return the boards to the KMSB storage site outside of the normal access hours may be explored understanding that this may entail additional costs for the user.
13. 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).
14. On occasion, circumstances arise in which more than a single group submits a request for use of the boards on the same date. Priority of use is given in the order in which requests are received. That said, in the majority of cases, most groups request use of less than the full number of boards and an arrangement to permit use by two or more parties can usually be arranged. We may place the parties in touch with each other and ask that an amicable resolution be found if one group has reserved a large number of the boards. All such arrangements are subject to approval by Dr. Chlebowski.

# POSTER BOARD USE REQUEST (2016)

Name / Title:  
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, please include a floor plan illustrating use) :

\*Dates of intended use: \_\_\_\_\_ through \_\_\_\_\_

\*\*Date/Time of removal from KMSB storage:

\*\*Date/Time of return to KMSB 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 KMSB.

\*\*Removal from and return to KMSB storage must be scheduled Monday-Friday between 8:30 a.m. and 3:30 p.m. only. If boards are to be “stored” overnight, a description of the plan for secure “storage must be included.

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 along with a floor plan illustrating how the boards will be deployed at least two weeks in advance of the date of use to:

Dr. Jan F. Chlebowski (jfchlebo@vcu.edu)  
Office of Graduate Education, School of Medicine  
Box 980565  
(FAX: x827-1469)

Approved for use as indicated

\_\_\_\_\_ Dr. Jan F. Chlebowski

\_\_\_\_\_ Date

# Floor Plan Example – KMSB 104/105

Plan illustrates use of 34 boards to display 52 posters using 43 pole “sets”

