

### Internal Poster Board Hire

3 x Jumbo folding display boards – 3 panels (6 display areas)

3 x Jumbo folding display boards – 5 panels (10 display areas)



Full height exhibition boards, each measuring 1810mm high by 923mm wide. Grey nyloop both sides with a black frame. The boards are Velcro and pin friendly on both sides providing a long display area for A0 portrait, A1, A2, A3 and A4 posters. The flexible PVC hinging allows the kit to be setup in a zigzag, U-shape or L-shape format. The boards are twin sided and can be used in the middle of a room or up against a wall.

### Instructions for Hire

- Contact Cloe Sparrow via email ([cloe.sparrow@ncl.ac.uk](mailto:cloe.sparrow@ncl.ac.uk)) stating the date of your event and the poster boards you require.
- If available, Cloe will provisionally book the boards for you and send you a link to the Online Booking Form.
- You will need to arrange a porter to collect and return the poster boards. The collection and return address is M4.149, 4<sup>th</sup> Floor William Leech Building.
- Once you have completed the Online Booking Form, Cloe will send you a confirmation email.

### Terms and Conditions for the Hire of ICM Poster Boards

Please make sure you read and understand these terms and conditions fully.

- We will make sure the poster boards are of satisfactory quality and reasonably fit for purpose prior to collection.
- You are responsible for the collection and return of the poster boards, if they are not returned you may be charged.
- You will be responsible for the boards from collection. If the boards are damaged or lost whilst in your possession you may be charged.