



Department of Biomedical and Molecular Sciences
Poster Board Rental Agreement

The Department of Biomedical and Molecular Sciences has 50 poster boards available for rental. These boards are 4' x 5' in size and come at a cost of \$10/board to rent. Cheques can be made out to Biomedical and Molecular Sciences, or we can arrange for an internal transfer if requested. If you are interested in renting poster boards please complete the information below and return to Kat Brennan-Rowcliffe via email (kbr2@queensu.ca) or drop it off to room 915 of Botterell Hall. Please note if you do not return all equipment borrowed you will be charged (see prices below).

Requestor Information

Name:

Department:

Email Address:

Phone Number:

Event:

Date of Pick-up: Date of Return:

Number of Boards Required (maximum of 50)

To be completed on pick-up

My signature below indicates I agree that the information indicated on this rental agreement is correct. If I do not return _____ poster boards, _____ poster board legs, and _____ poster board clamps, I understand that I will be charged \$150 per missing/damaged board, \$50 per missing/broken leg and \$25 per missing clamp.

Name (please print): _____

Signature: _____

Date: _____

Please return the complete form to kbr2@queensu.ca or drop it off to room 915 of Botterell Hall