



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 (both sides are usable) and come at a cost of \$10/board to rent. Payment may be made by cheque payable to "Queen's University" and mailed to Biomedical and Molecular Sciences, Attn: Anne Tobin, Rm. 817 Botterell Hall 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 Sherry Dering via email ([derings@queensu.ca](mailto:derings@queensu.ca)) or drop it off to room 563 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 that I agree that the information indicated on this rental agreement is correct. If I do not return \_\_\_\_\_ poster boards, \_\_\_\_\_ poster board legs (2 per board), and \_\_\_\_\_ poster board clamps (2 per board), 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 [derings@queensu.ca](mailto:derings@queensu.ca) or drop it off to room 563 of Botterell Hall**