

EVENT/DISPLAY MATERIALS REQUEST

Name: _____ Email: _____ Phone: _____

Department: _____ Date: _____

Tabletop display unit – Buddy display

Approximate cost for unit and header \$600 + HST (based on 2011 pricing)

- 6’ wide one-piece BLACK fabric-faced display
- Curved pop-up frame
- Round storage/carry case
- Header is white plastic
Name for header: _____ Logo: __ Y __ N
- Approximate delivery time is three weeks



Note – graphics are not included. You are to create and place the graphics on the display unit with Velcro (Velcro is not included)

Quantity Date required: _____

Tablecloth runner – Durham College logo (green centre portion as shown)

Approximate cost \$90 + HST (based on 2011 pricing)

- 56” wide tablecloth runner
- Hunter green with white Durham College logo
- Approximate delivery time is three to four weeks



Note – the white table is not included, usually the white cloth can be rented or is supplied by the event host

Quantity Date required: _____

Floor display unit – Banner Bug display

Approximate cost is \$550 + HST (based on 2011 pricing)

- 39” w x 89”h vinyl banner display with travel case
- Full colour custom graphic included
- Branded design is provided by Communications, Marketing and External Relations department
- Approximate design time is two to three weeks and an additional two weeks is required for production.



Quantity Date required: _____

Please complete this form and submit it to [Traci Ellis](#) or call ext. 2241.

Additional supplies:

For current copies of the course calendar and viewbook materials please place your request with [Caroline Traschler](#) in the Admissions and Recruitment office or contact Caroline at ext. 2086.