

Exhibit Kit Sign-Out Form

Contact Information

Requestor's Name:
Department/Program/Center/Bureau/Institute:
Phone:
Email:

Event Information

Event Name:
Event Date: Event Time:
Event Location:
Anticipated Audience:

Materials Pick Up and Return

Person Picking Up Materials:
Pick up Person's cell phone:
Person Returning Materials (if not same as pickup):
Returning person's cell phone:

Materials to Be Picked Up on (Date) and (Time):
Materials to Be Returned on (Date) and (Time):

I agree to be responsible for the exhibit kit materials specified below. I agree to return them on the date and time specified above. I understand items will be deemed lost or stolen if not returned or located within five (5) days of the due date and will be replaced by the SAS Office of Communications at my department/program/center/institute/bureau's expense.

Signature:

Print Name:

Note: Materials are to be returned to the Office of Events, 1 Spring Street (between Church St. and Paterson St.), College Avenue Campus, by arrangement between 9 a.m. and 4:00 p.m. Materials need to be returned in the original packaging that it was received. Care should be taken in rolling all materials. Table throw may be folded then rolled. (Initials at pick up) _____.

If you require additional information or have any questions, please email or call Dana Ricci, Manager of Special Events and Programs at (848) 932-6408 or events@sas.rutgers.edu at.

Exhibit Kit Materials being borrowed: (please check)

- () 1 Vertical Banner with Stand
- () 2 Vertical Banners with 2 Stands
- () Table Runner
- () SAS Logo Black Table Cloth