Display Board Details

Size
The display board faces are 48” high x 93.5’ long (roughly 4 x 8 ft). Each board display face has a steel frame and each face uses 2 attachable steel legs that are approximately 2.5 ft in height (see the Display Board Set-Up and Take-Down section below for details). Each display board is double-sided, so that both sides of the board (front and back) can be used at the same time.

Attaching Posters to the Display Board Face
The display surface is covered with a fabric that will allow a user to attach posters with either thumb tacks or Velcro. Do not use tape, glue, nails, staples — or anything other than thumb tacks or Velcro.

Display Board Photos
Please see this image of the display boards: http://grad.uc.edu/research/gpf/resources.html.

Cost of Board Use
There is no rental fee for using these display boards. However, please refer to the next section for information on replacing missing or damaged boards.

In the Case of Missing or Damaged Boards

These display boards are custom-made. After each use, the Graduate School does inventory on the display boards. If any display boards are found to be missing or damaged after your office’s use of the boards, your office will be charged board replacement fee of approximately $700 per board. You are asked to provide an account string in the confirmation email (detailed at the end of this document) to which the Graduate School will charge this fee in the case of missing or damaged boards.

What Your Office Will Need to Arrange

Display Board Transportation
The display boards and the large boxes containing their detachable legs are stored in the Old Sears Building, room 242A. Since you are using the display boards at a venue on campus, you will need to make arrangements with Grounds and Moving to arrange for professional transportation of the display boards from the Old Sears Building to your event’s venue and back to the Old Sears Building. After Megan Tischner receives the confirmation email described at the end of this document, she will contact Elizabeth Rains at Grounds and Moving to let her
know that your office has the Graduate School’s permission to use the requested number of display boards for your event.

**IMPORTANT NOTE ABOUT THE TIMING OF BOARD DELIVERY AND PICK-UP**

Because the display board storage room is only accessible during the hours that the Sears Building is open (from 7:30 a.m. – 4:30 p.m. Monday through Friday), then any transportation arrangements you make with Grounds and Moving must be made during this time also. The office using the display boards is responsible for absorbing any extra charges that may incur relative to these time restrictions. For example, if you are using the display boards for an event on a Friday afternoon and the display boards will not be available for Grounds and Moving pick-up from the event venue until after 5:00 p.m., you will need to arrange to have the boards picked up on the following Monday between 7:30 a.m. and 4:30 p.m. You will also need to pay your event venue any potentially resulting storage charges incurred because the display boards were in the building after your event ended.

**Display Board Set-Up and Take-Down**

Ground and Moving does not contract to do any set-up or take-down of the display boards. Typically, Grounds and Moving only delivers the boards to the loading dock of the event venue and picks the boards up from that same loading dock after their use. Grounds and Moving also does not typically transport the boards from the loading dock to the room (and vice versa) where they will be used.

Therefore, your office will need to independently arrange for set-up and take-down of the boards. Some buildings on campus (not many) have staff that can be contracted to do this work, but most of the time the office using the boards will need to arrange for a group of volunteers to set up and take down the display boards and move them from the loading dock to the event space (and vice versa).

**If you would like to arrange for set-up of the boards for your event, please contact the Chemistry Graduate Student Association (GSA) as they will do it in exchange for a fee.** The Chemistry GSA works independently of the Graduate School and will decide if their student workers can accommodate your request; and you will arrange for payment and designated times for board set-up and take-down directly with the GSA. Please contact Romel Dator (datorrp@mail.uc.edu) or Leanne Taylor (tayloin@mail.uc.edu) directly to inquire about their set-up/take-down services. Please note that the Graduate School is neither involved in your choice to use the Chemistry GSA services, nor is it liable for any problems arising as a result of your choice to work with the group.

If you decide to set-up/take-down boards utilizing your own office staff/volunteers, it takes 2-3 people to set up each board (as they are large). No tools are needed except for a rubber mallet to help ensure that the legs become correctly attached to the sides of the board. DO NOT USE A HAMMER or any other hard or sharp objects that could do any damage to the boards—remember the office using the boards will be expected to replace any lost or damaged boards. The board replacement cost is around $700.
Display Board Use Confirmation Email from You

Email Megan.Tischner@uc.edu in order to confirm that you agree to all of the above terms of use.

Your confirmation email must include the following:
   a. your acceptance of the aforementioned terms of use;
   b. the date/s you plan to use the display boards (including the dates that they are to be moved to and from the event location);
   c. the number of display boards you plan to use;
   d. and the account string to which a board replacement fee will be charged (only in the case of damaged or missing boards).

Approval Email from the Graduate School

After Megan Tischner receives your office’s confirmation email, she will contact you with an official approval email on which Grounds and Moving will be copied for notification that your office’s use of the display boards is approved and to give them official permission to work with you on arranging to transport the boards. After you receive the approval email, you are free to begin arranging transportation and event set-up and take-down for the display boards.

Please contact Megan Tischner at Megan.Tischner@uc.edu or 556-2379, if you have any questions about the terms of use.

DISCLAIMER

Arrangements for board transportation and board set-up/take down is entirely the responsibility of the department/organization using the boards. The Graduate School’s only involvement in this process is in giving an organization formal permission to use the boards per the department/organization’s request and to ensure the boards’ integrity after use (and charge replacement fees as necessary).

Thank you,

Megan Tischner
Megan.Tischner@uc.edu
513-556-2379