

Applies to: All poster boards in WUSM Education & Campus Support Services – Shared Space.

**GUIDELINES:**

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Issued: August 1, 2017  
Revised: September 27, 2017

**PURPOSE:**

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The purpose of this guideline is to streamline the process for ordering, displaying and organizing poster boards.

**DEFINITIONS:**

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**ECSS**

Education and Campus Support Services

**Poster Board**

Poster boards are free standing boards that are used to display posters.

**Standard Set**

This is the default furniture arrangement for a space.

**Residential Furniture**

This is non-classroom style furniture usually seen in a residential setting. Residential furniture may include but is not limited to upholstered soft seating, living room/dining room/lobby style tables, free standing instruments, art pedestals, etc.

**PROCESS:**

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All poster board rentals for space managed by Campus Support Services must be ordered through Campus Support Services to ensure volume discount pricing and delivery logistics. Please contact Campus Support Services at 314-747-6338 (MEET) or email [meet@wustl.edu](mailto:meet@wustl.edu) to order.

**Fees**

- The fee for renting the poster board for FY18 is \$50/board.
- The client will be responsible for paying the [custodial fee](#) for removing any residential or standard set if that is deemed necessary for the poster board set.
- The client may incur additional fees if the poster boards cannot be set up or removed within the standard hours, Monday – Friday, 8 am – 4:30 pm.

**Printing**

- Posters can be printed by any vendor.
- [FedEx Office](#) and the [ADRC](#) are located on the WUSM Campus.

**Placement**

- The coordinator will work with the customer to design a customized diagram for the poster board placement.
- Fire and safety regulations will be enforced and poster board placement must not impede egress.
- The diagrams can be viewed by clicking on the [room card](#) for each space.
- There is a max capacity for each space on campus (see below).

**Poster Board Max Capacity Chart**

<b>Building</b>	<b>Space Name</b>	<b>Total Number of Posters</b>	<b>Total Number of Poster Boards</b>	<b>Number of Double Sided Boards</b>	<b>Number of Single Sided Boards</b>
EPNEC	Great Rooms A+B	80	40	40	0
EPNEC	Lobby	17	12	7	5
EPNEC	Loge	14	7	7	0
FLTC	Atrium	66	37	29	8
FLTC	Hearth	48	24	24	0
MPRB	Lobby	40	20	20	0
BJCIH	Lobby	28	15	13	2

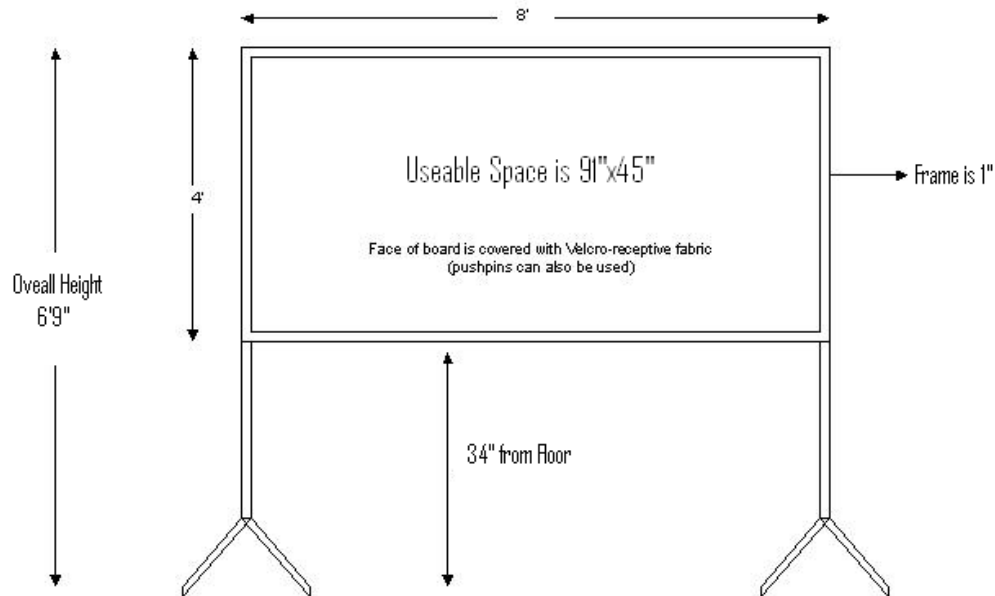
**Delivery/Installation/Teardown/Removal**

- Poster boards will be delivered prior to start of the poster session. The coordinator will work with the client on logistics.
- If having a full day poster session, it is likely that the poster boards will be delivered the day prior to the event and will be removed the day after the event. In general, it is best practice to book the space for your poster boards from Noon – 11pm on the day prior to the event, until 11pm on the day of the event and from 8am – Noon on the day after the event for standard set up and removal. Any charges incurred with renting the space for the additional time will be billed to the customer.
- It may be possible to have poster board setup and removal time bumped from the space. If this occurs, the coordinator will work with the vendor to arrange an after-hours delivery/pick up. The applicable charges will be billed to the customer.

**Description/Size**

- Poster boards measure approximately 8’ wide by 4’ tall.
- Actual usable space is 91”x45”.
- The boards have a fabric cover and a metal frame.
- Posters can be displayed on both sides of the board so long as the placement of the poster board allows for access to both sides. Contact a coordinator for assistance.
- Posters will need to measure 45”x45” or smaller if two posters are to be displayed per side.

### 4x8 Posterboard, double sided



#### RESOURCES:

Education and Campus Support Services: <https://meet.wustl.edu>  
BJCIH Lobby: <https://meet.wustl.edu/items/bjcih-lobby/>  
EPNEC Lobby: <https://meet.wustl.edu/items/epnec-lobby/>  
EPNEC Great Rooms: <https://meet.wustl.edu/items/epnec-great-rooms-a-b/>  
FLTC Atrium: <https://meet.wustl.edu/items/fltc-atrium/>  
FLTC Hearth: <https://meet.wustl.edu/items/fltc-hearth/>  
MPRB Lobby: <https://meet.wustl.edu/items/mprb-lobby/>