GSA Poster Board Policy

Rental of the Graduate Student Association (GSA) poster boards indicates understanding of and agreement with the following rental and use policies (Revised 08/21/2012):

**I. Rental Rates** *(all boards are 6ft by 4ft)*

Boards can be rented for up to seven days at a time at the following price breakdown:

- **1-day**: $40.00 per board
- **2-days**: $65.00 per board
- **3-days**: $80.00 per board
- **4-days**: $90.00 per board
- **5-7 days**: $110.00 per board

* Any changes to the agreed upon board quantity must be arranged at least 48 hours prior to board setup. $100 late fee will be charged for renters who fail to give at least two weeks notification to GSA prior to board rental date. We maintain the right to charge an additional 15% of the invoice total if payment is not received within fourteen days of the board setup.

* Payment must be made by cash or check payable to MUSC GSA or directly to the current treasurer. *IITs and credit cards cannot be accepted.*

**II. Moving Fees**

- $150 moving fee applies to all **on campus** rentals
- $300 moving fee applies to all **off campus** rentals
- $150 moving fee applies to all **weekend** rentals
- $50 fee applies to all set-ups required before 9:00am

**III. Handling of the Poster Boards**

Transportation, set-up and takedown of the boards will be done by GSA members and/or approved affiliates unless prior arrangements are agreed upon.

**IV. Rental Agreement**

Renter agrees to maintain the boards in the condition in which they were provided. Replacement and/or damage fees include but are not limited to the following:

- $200 per board, $1.00 per bolt, $1.00 per nut/washer.
- $100 clean-up fee for failure to remove displays, tacks, staples, tape, or other materials placed on the boards during the event.

**V. Other Information**

Renter agrees to designate a representative to meet the GSA members during delivery and set-up of the boards. GSA members reserve the right to set up the boards at their discretion, unless the renter provides a layout/floorplan before the event. GSA members will not be able to return to an event site after the setup is complete.

*By renting the poster boards from GSA, you are agreeing to the terms and conditions of this policy*