



University of
Alberta Hospital



Capital
Health

Event Materials Request Form

Capital Health University of Alberta Hospital and Stollery Children's Hospital
Facilities Management
OC3.08 Walter C. Mackenzie Health Sciences Centre
8440 - 112 Street Edmonton, Alberta T6G 2B7
Contact: Brad Moser Tel: (780) 407-1002 Email: bmoser@cha.ab.ca

Dept.: _____

Contact Name: _____

Contact Phone: _____

Office Number: _____ Cost Centre: _____

Event Materials(s) required (please indicate quantity in box beside name):

<input type="checkbox"/>	EFEX 2803 3 Panel Floor Model Display	<input type="checkbox"/>	Buddy Plus light fixtures
<input type="checkbox"/>	EFEX 2802 3 Panel Table Top with Header	<input type="checkbox"/>	UNO 31" Deluxe Banner Stand (grey fabric)
<input type="checkbox"/>	EFEX 2801 3 panel table top	<input type="checkbox"/>	Nimlok Roll-Up Banner Stand (Capital Health)
<input type="checkbox"/>	EFEX Hologen light fixtures	<input type="checkbox"/>	Nimlok Roll-Up Banner Stand (University of Alberta Hospital)
<input type="checkbox"/>	Display Panel (4' x 8')	<input type="checkbox"/>	Friend Literature Stands (4 pocket)
<input type="checkbox"/>	Buddy Plus Pop-up Table Top Display	<input type="checkbox"/>	Velcro Mount Print Holders: letter ____ legal ____ 11" x 17" ____ 16" x 20" ____ 20" x 24" ____

Date(s) and Time Required: _____

Date and Time Returned: _____

Location Requested (Check one) North end of Cafeteria Waterfall
 Level 4 Courtyard Wall of Honor Snell Hall Foyer Snell Hall Theatre
 Snell Upper Level Elevator by 114 Street North

Other (please indicate location: _____)

Note: Any unreasonable damages to the equipment will be charged back to your unit.

Fax this completed form to: (780) 407-7289