

MICHIGAN DESIGN CENTER

Meeting & AV Equipment Request

Requested by (Contact): _____

Showroom: _____

Event Date: _____ Event Time: _____

Need Set Up By (Date & Time): _____

TABLES

- 6' X 24" Beige Laminate Table (25) QTY: _____
- 6' X 30" White Laminate Table (15) QTY: _____
- 72" Round Wood Tables QTY: _____
- Hi Top Tables – Silver (17) QTY: _____
- Hi Top Tables – 2' X 4' (6) Rectangular (41" Tall) QTY: _____

CHAIRS

- Beige Pattern with Cushion (218) QTY: _____
- White Plastic (157) QTY: _____
- Pipe & Black Drape (2 Sections) QTY: _____
- Silver Trash cans (8) QTY: _____
- Coat Racks (2)

MEETING ACCESSORIES

- Pipe & Black Drape (2 Sections) QTY: _____
- Silver Trash cans (8) QTY: _____
- Coat Racks (2)

AV/PRESENTATION

- Epson Projector Cart
- LCD Projector with Connections & Remote
- Portable Projector Screen (1)
- Podium (1)
- Bluetooth Portable Speaker **(FOR MUSIC USE ONLY!!!)**
- Lavalier Microphone (3) QTY: _____
- Cordless Microphones (2) QTY: _____
- Stainless Steel Easels (2) QTY: _____
- Heavy Duty Lg Easels (2) QTY: _____
- Collapsible Easels (53) QTY: _____
- Flip Chart (1)

Please list any other special requirements or set up regarding movement of furniture, products or displays required for your event.

NOTE: MDC AGREES TO LOAN ITS EQUIPMENT TO A MICHIGAN DESIGN CENTER (MDC) SHOWROOM FOR THE BENEFIT OF AN MDC SPONSORED EVENT. THE SHOWROOM WILL BE RESPONSIBLE FOR RETURNING EQUIPMENT IN GOOD REPAIR. IN THE EVENT OF DAMAGE AND/OR LOSS, REPAIR/REPLACEMENT COSTS WILL BE THE RESPONSIBILITY OF THE BORROWING SHOWROOM.