

# MICHIGAN DESIGN CENTER

## Meeting & AV Equipment Request

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Requested by (Contact): \_\_\_\_\_

Showroom: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Need Set Up By (Date & Time): \_\_\_\_\_

### TABLES

- 6' X 24" Beige Laminate Table QTY: \_\_\_\_\_
- 6' X 30" White Laminate Table QTY: \_\_\_\_\_
- 60" Round Wood Tables QTY: \_\_\_\_\_
- Hi Top Tables – Silver (9) QTY: \_\_\_\_\_
- Hi Top Tables – 2' X 4' (6)  
Rectangular (41" Tall) QTY: \_\_\_\_\_

### CHAIRS

- Beige Pattern with Cushion QTY: \_\_\_\_\_
- White Plastic QTY: \_\_\_\_\_

### MISCELLANEOUS

- Pipe & Black Drape (2 Sections) QTY: \_\_\_\_\_

### AV/PRESENTATION

- Epson Projector Cart
- LCD Projector with Connections & Remote
- Portable Projector Screen (1)
- Podium (1)
- Bluetooth Portable Speaker
- Lavalier Microphone (3)
- Cordless Microphones (2)
- Stainless Steel Easels (2)
- Heavy Duty Lg Easels (2)
- Collapsible Easels (53)
- Flip Chart (1)

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

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***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 REPOSNSIBLE FOR RETURNING EQUIPMENT IN GOOD REPAIR. IN THE EVENT OF DAMAGE AND/OR LOSS, REPAIR/REPLACEMENT COSTS WILL BE THE REPSPONSIBILITY OF THE BORROWING SHOWROOM.***

**THANK YOU**