



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

## MARKETING MATERIALS

### *Available for Borrowing:*

- Two Pull-It-Up Banners
- One Large Step-and-Repeat Photo Backdrop Banner
- 3 Large Navy Tablecloths

### **Borrowing Procedures**

#### *Prior to the Event:*

1. UTM marketing materials must be signed out from Hospitality & Retail Services (Davis Building, Room 3127). Please include your FIS number, in case materials need to be replaced.
2. Borrowers must be familiar with instructions for setting up the materials. If borrowers are unfamiliar, please contact the Office of Communications for assistance or instructions.
3. Materials are reserved/borrowed on a first-come, first-served basis.
4. To reserve materials, contact H&RS at: [hospitality.utm@utoronto.ca](mailto:hospitality.utm@utoronto.ca) or 905-569-5790.

#### *After the Event:*

1. Return and sign materials back in promptly at the end of the event or, if an evening event, first thing the next morning to Hospitality & Retail Services (Davis Building, Room 3127). Other borrowers may be waiting to use the materials.
2. Ensure the materials are returned in the same condition as they were when borrowed.
3. Tablecloths are to be used only for administrative purposes ie. registration, information booth.
4. Tablecloths are **NOT** to be used as a table covering for food
5. If any of the materials are lost or damaged and need replacing, the borrowing office will be responsible for full replacement costs:
  - a. Pull-it-up banners: \$110/ea
  - b. Step-and-repeat banner: \$1,500
  - c. Tablecloths: \$345/ea
6. If tablecloths are soiled and require cleaning beyond regularly scheduled cleaning dates, the borrowing office will be charged a dry cleaning fee of \$50 per tablecloth.

We hope you find these procedures helpful in using and enjoying the UTM marketing materials. Thank you.

The Office of Communications