

Conference Services Item Catalogue

2024-2025 Event Equipment



CATEGORY: BACKDROPS

CARLETON 48" BANNER STAND - REGULAR

A portable Carleton University branded banner stand. This banner works great for exhibitions or photo opportunities at events.

Measurements: 48" (w) x 8' (h)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: BACKDROPS

CARLETON 48" BANNER STAND W/ SLOGAN

A portable Carleton University branded banner stand with our "Challenge" slogan. This banner is often used for exhibitions.

Measurements: 48" (w) x 8' (h)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: BACKDROPS

ADJUSTABLE BANNER STAND - LARGE

An adjustable, black telescopic banner stand with grey, metal framing. It can hang décor, posters, and images.

Measurements: : 52"- 96" (w) x 36"- 96" (h)
Weight: Medium
Set-up Level: Medium
Quantity: 3



CATEGORY: BACKDROPS

FOLDING PORTABLE WALL - BEIGE

A collapsible beige wall, intended for use in Richcraft Hall only. This foldable wall comes on rollable wheels and is often used in Richcraft for catering preparations.

Measurements: 1' (w) x 17" (h)
Weight: Medium
Set-up Level: Easy
Quantity: 1



CATEGORY: BACKDROPS

POSTER DISPLAY BOARDS

A versatile double-sided design that can be configured in a straight line, X pattern, square and U shape. It includes wheelchair-friendly bases for accessibility to all users.

Measurements: Board is 4'x6' - 6'3" full length
Weight: Light
Set-up Level: Medium
Quantity: 24 (48 double sided)



CATEGORY: BACKDROPS

CARLETON 24" BANNER STAND - HALF SIZE

A portable Carleton University branded banner stand. Its smaller size allows for its placement in a variety of spaces. Perfect for exhibitions or photo opportunities at events.

Measurements: 24" (w) x 8' (h)
Weight: Light
Set-up Level: Easy
Quantity: 2



CATEGORY: BACKDROPS

PIPE AND DRAPE BACKDROP - BLACK

A curtain like backdrop for stages and events. These are available at heights of 8', 10', and 12'. These panels are not suitable for outdoor use or placement near exterior doorways.

Measurements: 5' - 10' (w) x 8' - 12' (h)
Weight: Heavy
Set-up Level: Medium
Quantity: 14

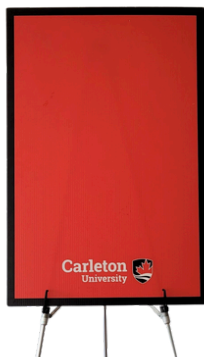


CATEGORY: SIGNAGE

BLACK METAL – TALL SIGN HOLDER

A great sign holder for thematic or promotional signage. For Custom signage orders, please choose 22" x 56"

Measurements: 24" (w) x 58" (h)
Weight: Light
Set-up Level: Easy
Quantity: 4



CATEGORY: SIGNAGE

SIGNBOARD - CARLETON BRANDED

Our CU branded sign holder is perfect for thematic or promotional signage. For Custom signage orders, please choose 22" x 56"

Measurements: 24" (w) x 58" (h)
Weight: Light
Set-up Level: Easy
Quantity: 4



CATEGORY: BACKDROPS

PIPE AND DRAPE BACKDROP - RED

A curtain like backdrop for stages and events. These are available at heights of 8', 10', and 12'. These panels are not suitable for outdoor use or placement near exterior doorways.

Measurements: 5' - 10' (w) x 8' - 12' (h)
Weight: Light
Set-up Level: Hard
Quantity: 12



CATEGORY: SIGNAGE

ADJUSTABLE EASELS

An aluminum easel with 3 tripod legs. Its collapsible, with adjustable arms and works great for use with directional signage.

Measurements: 2' (w) X 3' (h)
Weight: Light
Set-up Level: Easy
Quantity: 13

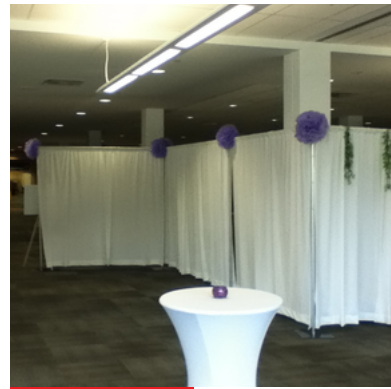


CATEGORY: SEATING

CHAIR – STOOL BAR HEIGHT

These stools are great to use with our counter tables for panel discussions. About 12 black and 6 white chairs are available.

Measurements: 2' (w) x 24-29" (h)
Weight: Light
Set-up Level: Easy
Quantity: 45



CATEGORY: BACKDROPS

PIPE AND DRAPE BACKDROP - WHITE

A curtain like backdrop for stages and events. These are available at heights of 8', 10', and 12'. These panels are not suitable for outdoor use or placement near exterior doorways.

Measurements: 5' - 10' (w) x 8' - 12' (h)
Weight: Light
Set-up Level: Hard
Quantity: 12



CATEGORY: SIGNAGE

BLACK METAL – SIGN HOLDER

A great sign holder for thematic or promotional signage. This holder comes with a blank insert and fits signage at 22" x 28".

Measurements: 25" (w) x 66" (h)
Weight: Light
Set-up Level: Easy
Quantity: 5



CATEGORY: SEATING

CHAIR – STOOL – COUNTER HEIGHT

These black stools are great with alternating heights of tall boy (Cocktail) tables. Each chair handles a weight capacity of 250 lbs.

Measurements: 2' (w) x 24" (h)
Weight: Light
Set-up Level: Medium
Quantity: 18



CATEGORY: SEATING

CUSHIONED CLUB CHAIRS – BLACK

This black accent chair features a minimal upholstery and a cozy bucket seat, making it perfect for panel discussions. Only available in Richcraft and Teraanga Commons.

Measurements: 26" (w) x 24.75" (h) x 24.4" (d)
Weight: Medium
Set-up Level: Easy
Quantity: 4



CATEGORY: SEATING

CUSHIONED CLUB CHAIRS – RED

This red accent chair features a minimal upholstery and a cozy bucket seat, making it perfect for panel discussions. Only available in Richcraft and Teraanga Commons.

Measurements: 31.5" (w) x 30.5" (h) x 29" (d)
Weight: Medium
Set-up Level: Easy
Quantity: 4



CATEGORY: SEATING

PADDED GRAY BANQUET CHAIRS

Built with a powder-coated, welded steel frame, our padded chairs sport a durable and comfortable seat fabric. These grey chairs are widely available in all locations.

Measurements: 18.7" (w) x 3' (h) x 17.5" (l)
Weight: Light
Set-up Level: Easy
Quantity: 200+



CATEGORY: TABLES

TABLE COVER – STAINLESS STEEL TOP

A flashy, stainless steel table cover fit for any reception. These elegant covers work great for cocktails and receptions, fitting over any 8" table or 3 tall boys.

Measurements: 30" (w) x 8' (h)
Weight: Heavy
Set-up Level: Medium
Quantity: 2



CATEGORY: TABLES

TABLE - COUNTER

A collapsible counter table with five adjustable heights. Linen and table skirts are not included with these counters - please order separately.

Measurements: 3' (w) x 2' (h)
Weight: Light
Set-up Level: Easy
Quantity: 13



CATEGORY: TABLES

SERPENTINE TABLE

These curved tables allow for creative set ups at many events. They can be shaped into circle, half circle, or S shaped tables. These tables work well with spandex

Measurements: 30" (w) x 29" (h) x 96" (d)
Weight: Medium
Set-up Level: Medium
Quantity: 12



CATEGORY: TABLES

NESTING TABLE

This table is a perfect addition to panel set-ups, providing a sturdy surface to hold water, papers, and much more. Available in multiple event sites.

Measurements: 16" (w) x 24.5" (h) x 9" (d)
Weight: Light
Set-up Level: Easy
Quantity: 4



CATEGORY: TABLES

THROW TABLE COVER – CU BRANDED – RED

This table cloth is perfect for standard 6' tables. Used often for registration and exhibition tables. Due to high demand, only one cloth is available per event.

Measurements: Fits 6' table
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: TABLES

THROW TABLE COVER – CU BRANDED – BLACK

This table cloth is perfect for standard 6' tables. Used often for registration and exhibition tables. Due to high demand, only one cloth is available per event.

Measurements: Fits 6' table
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: TABLES

TALL BOY - COCKTAIL TABLE

Our tall boy cocktail tables are ideal for food and beverages, corporate events, or any occasion. We offer Lycra spandex covers in both black, white and red.

Measurements: 30" diameter
Weight: Light
Set-up Level: Easy
Quantity: 18



CATEGORY: TABLES

TABLE COVER – TALL BOY – BLACK

These premium Lycra spandex covers are Intended solely as covers for tall boy cocktail tables, We highly recommended these covers for evening events.

Measurements: Expands to 42" (h) x 30" (d)
Weight: Light
Set-up Level: Easy
Quantity: 15



CATEGORY: TABLES

TABLE COVER – TALL BOY – WHITE

These premium Lycra spandex covers are Intended solely as covers for tall boy cocktail tables, We highly recommended these covers for evening events.

Measurements: Expands to 42" (h) x 30" (d)
(d)Weight: Light
Set-up Level: Easy
Quantity: 15



CATEGORY: TABLES

TABLE COVER – TALL BOY – RED

These premium Lycra spandex covers are Intended solely as covers for tall boy cocktail tables, We highly recommended these covers for evening events.

Measurements: Expands to 42" (h) x 30" (d)
Weight: Light
Set-up Level: Easy
Quantity: 15



CATEGORY: TABLES

TABLE SKIRTS – 30" HEIGHT – BLACK

A Knit fabric table skirt with the look and feel of linen, Featuring an expo pleated style, our table skirts are made for use with a 30" table, 6 foot table, or serpentine.

Measurements: 29"(h) x 14' (l)
Weight: Light
Set-up Level: Easy
Quantity: 8



CATEGORY: TABLES

TABLE SKIRTS – 30" HEIGHT – RED

A Knit fabric table skirt with the look and feel of linen, Featuring an expo pleated style, our table skirts are made for use with a 30" table, 6 foot table, or serpentine.

Measurements: 29"(h) x 14' (l)
Weight: Light
Set-up Level: Easy
Quantity: 12



CATEGORY: TABLES

TABLE SKIRTS – 42" HEIGHT – BLACK

A Knit fabric table skirt with the look and feel of linen, Featuring an expo pleated style, this table skirt is made for use with a 30" table, 6 foot table, or serpentine.

Measurements: 42"(h) x 9'(l)
Weight: Light
Set-up Level: Easy
Quantity: 8



CATEGORY: SPECIALTY

FLAG KIT

This kit includes everything your flag system requires: a flag pole, base, flag spreader, and a decorative finial. Desired flag must be ordered separately.

Measurements: Adjustable
Weight: Medium
Set-up Level: Medium
Quantity: 6



CATEGORY: SPECIALTY

ASSORTED FLAGS

Our collection of flags. Please order a flag kit to use! **Available Flags:** Belgium, Carleton University, Ottawa, Ontario, Canada, China, France, India, European Union and the United States.

Measurements: 6' (w) x 3' (h)
Weight: Light
Set-up Level: Easy
Quantity: Various quantities available. Please Ask.



CATEGORY: TABLES

TABLE SKIRTS – 42" HEIGHT – RED

Our table skirts fabrics are made with the look and feel of linen, Featuring an expo pleated style. Best used with 42" tall counter tables.

Measurements: 42"(h) x 9'(l)
Weight: Light
Set-up Level: Medium
Quantity: 4



CATEGORY: SPECIALTY

BALLOT BOX

Keeping the natural color of pine, our Wooden ballot box has a slit on top and locking option in front. Perfect for raffles and elections.

Measurements: 12" (w) x 7" (h) x 7" (l)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: SPECIALTY

SET OF STANCHIONS

Both Adjustable and retractable, these stanchions work great for safe crowd control. Our variety allows for variable arrangements.

Measurements: Adjustable
Weight: Medium
Set-up Level: Easy
Quantity: 15

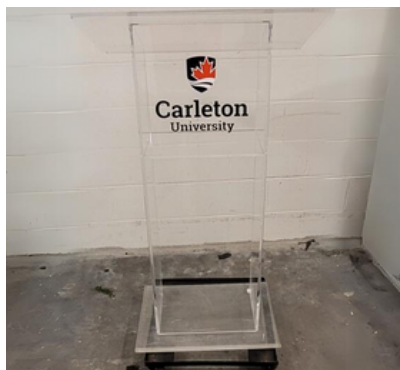


CATEGORY: SPECIALTY

ASSEMBLY CHIME – FOUR NOTE

A refined way to announce dinner or begin a meeting. Our Assembly Chimes play notes of C-E-G-C to form a pleasing C-major chord, includes mallet.

Measurements: 10.5" (w) x 3.5" (h) x 14" (l)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: SPECIALTY

ACRYLIC PODIUM

This transparent podium comes with a Built-In Shelf for Storing Water or Documents. Intended for Richcraft Hall or Teraanga Commons.

Measurements: Standard Podium Size
Weight: Light
Set-up Level: Easy
Quantity: 2



CATEGORY: SPECIALTY

BLACK ACCESSIBLE PODIUM

An accessible black podium designed with adjustable heights. It accommodates speakers of all statures. Stage set-up requires a ramp.

Measurements: Adjustable
Weight: Heavy
Set-up Level: Medium
Quantity: 1



CATEGORY: SPECIALTY

ASSEMBLY CHIME – THREE NOTE

This chime alerts attendees to start and end of meetings with deep, rich tones. Its flat, square chimes produce its earthy tones.

Measurements: 5"(w) x 1.5"(h) x 9"(l)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: SPECIALTY

STANDARD BLACK METAL PODIUM

A black metal podium featuring a removable CU branded plate. Customizable 16" (w) x 44" (h) plate can easily be attached with velcro dots.

Measurements: Standard Podium Size
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: BACKDROPS

GRID TOWERS

Five grid columns suspended by a metal black stand. These grid towers can be used for photo or item displays - using wire hooks.

Measurements: 2' (w) x 7' (h)
Weight: Medium
Set-up Level: Medium
Quantity: 12



CATEGORY: LIGHTING

TOUCH LIGHT

A contemporary touch light is a great alternative to floral arrangements. Creates a warm ambiance on cocktail tables and bars.

Measurements: 8" (l)
Weight: Light
Set-up Level: Easy
Quantity: 18



CATEGORY: LIGHTING

CANDLE HOLDER – GLASS W/ LED TEA LIGHT

Square glass candle holder with curved edges. Comes with LED tea light – simply shake to turn on and off.

Measurements: 2" (w) x 2" (h) x 2" (l)
Weight: Light
Set-up Level: Easy
Quantity: 24



CATEGORY: LIGHTING

CANDLE HOLDER – WHITE W/ LED CANDLE

Round metal candle holder with holes. Comes with LED candle light – simply shake to turn on and off.

Measurements: 3.5" (l) x 3" (d)
Weight: Light
Set-up Level: Easy
Quantity: 16



CATEGORY: LIGHTING

CANDLE HOLDER – BLACK W/ LED CANDLE

A round metal candle holder with an internal reflective surface. It comes with a simple LED candle light inside. Batteries included.

Measurements: 3.5" (l) x 3" (d)
Weight: Light
Set-up Level: Easy
Quantity: 16



CATEGORY: LIGHTING

VOTIVE CANDLE - WHITE LED

Our versatile LED votive candles, ideal for mixing and matching with other decor items, making them a must-have for any occasion.

Measurements: 1.5" (w) x 1.5" (h)
Weight: Light
Set-up Level: Easy
Quantity: 48



CATEGORY: LIGHTING

LED VOTIVE HOLDER – CRYSTAL

Our LED candles holders, decorated with beautiful oval crystals. It pairs well with votive candles for formal receptions and events.

Measurements: 3.5" (l) x 3" (d)
Weight: Light
Set-up Level: Easy
Quantity: 16



CATEGORY: FLORAL

FLORAL - PLASTIC SUCCULENT

An arrangement of subtle earthy green succulents and grays with a touch of rich burgundy eucalyptus in a tin can.

Measurements: 6" (w) x 10" (h)
Weight: Light
Set-up Level: Easy
Quantity: 14



CATEGORY: FLORAL

FLORAL - CONSOLE ARRANGEMENT

Beautiful floral arrangement designed specifically to conceal unsightly consoles in classroom spaces or large circular table.

Measurements: 2.5' (w) x 1.5' (l)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: SPECIALTY

FLIP CHART W/ EASEL

An aluminum flip-chart presentation easel, lightweight, with a paper pad included. Comes stocked with a limited selection of markers.

Measurements: 24" (w) x 58" (h)
Weight: Light
Set-up Level: Easy
Quantity: 8



CATEGORY: FLORAL

FLORAL - MEDIUM ARRANGEMENT

A beautiful floral arrangement designed specifically to conceal unsightly consoles in classroom spaces or large circular table.

Measurements: 2.5' (w) x 1.5' (l)
Weight: Light
Set-up Level: Easy
Quantity: 1



CATEGORY: FLORAL

FLORAL - RECEPTION CENTREPIECE

A large floral arrangement designed as both a reception centerpiece and to conceal unsightly consoles in classroom spaces.

Measurements: 1.5' (w) x 2.5' (h)
Weight: Light
Set-up Level: Easy
Quantity: 2



CATEGORY: FLORAL

FLORAL - RED GERBER CENTERPIECE

Our popular red gerber centerpiece for a wide variety of events and receptions, with a recently updated look and new container.

Measurements: 6" (w) x 10" (h)
Weight: Light
Set-up Level: Easy
Quantity: 12



CATEGORY: FLORAL

FLORAL - RED AND WHITE CENTREPIECE

Beautiful red and white roses with curved, white bases. These floral arrangements are perfect for receptions and dinners.

Measurements: 4" (w) x 8" (h) x 5" (l)
Weight: Light
Set-up Level: Easy
Quantity: 13



CATEGORY: FLORAL

FLORAL - WHITE ROSE CENTREPIECE

White rose centrepeices fitted in square, black bases. These floral arrangements work well at receptions.

Measurements: 9" (w) x 7" (h)
Weight: Light
Set-up Level: Easy
Quantity: 12



CATEGORY: FLORAL

FLORAL - RED ROSE CENTERPIECE

A commonly used silk rose floral arrangements featuring delicate greens in a round, silver tin base.

Measurements: 9" (w) x 7" (h)
Weight: Light
Set-up Level: Easy
Quantity: 12

For more information, please contact:

meet@carleton.ca