

# Conference Services Item Catalogue

2025-2026 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 96" (h)  
Weight: Light  
Set-up Level: Easy



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 96" (h)  
Weight: Light  
Set-up Level: Easy



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

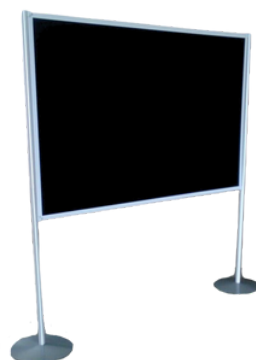


CATEGORY: BACKDROPS

## FOLDING PORTABLE WALL - BEIGE

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

Measurements: 12" (w) x 17" (h)  
Weight: Medium  
Set-up Level: Easy



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. Posters to be secured with hook Velcro dots ONLY – (not provided).

Measurements: Board is 4'x6' - 6'3" full length  
Weight: Light  
Set-up Level: Medium



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 96" (h)  
Weight: Light  
Set-up Level: Easy



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

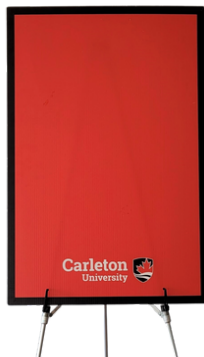


CATEGORY: SIGNAGE

## BLACK METAL – TALL SIGN HOLDER

A great sign holder for thematic or promotional signage. This holder does NOT come with an insert, fits signage 22" x 56".

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



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 36" (h)  
Weight: Light  
Set-up Level: Easy



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



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: 24" (w) X 36" (h)  
Weight: Light  
Set-up Level: Easy



CATEGORY: SEATING

## CHAIR – STOOL BAR HEIGHT

These stools are great to use with our counter tables for panel discussions. Each chair handles a weight capacity of 250 lbs.

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



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



CATEGORY: SIGNAGE

## BLACK METAL – SIGN HOLDER

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

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



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: 24" (w) x 24-29" (h)  
Weight: Light  
Set-up Level: Medium



CATEGORY: SEATING

## BAKERS ARMCHAIR – RED

This wooden accent chair with red upholstery is perfect for panel discussions. Only available in Richcraft and Teraanga Commons.

Measurements: 23" (w) x 34" (h) x 16" (d)  
Weight: Medium  
Set-up Level: Easy



CATEGORY: SEATING

## CUSHIONED CLUB CHAIRS – RED

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

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



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: 18.5" (w) x 36" (h) x 17.5" (l)  
Weight: Light  
Set-up Level: Easy



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 96" (h)  
Weight: Heavy  
Set-up Level: Medium



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: 108" (l) x 18" (w) x 24" (h)  
Weight: Light  
Set-up Level: Easy



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



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



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



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



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



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)  
(Weight: Light  
Set-up Level: Easy



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



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



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



CATEGORY: TABLES

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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



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



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: 72" (w) x 36" (h)  
Weight: Light  
Set-up Level: Easy



CATEGORY: TABLES

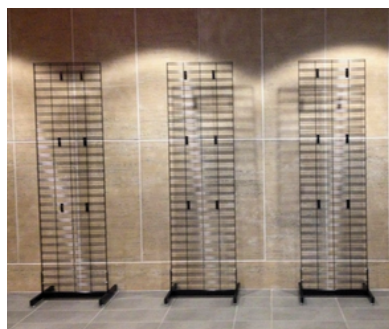
## TABLE SKIRTS – 42" HEIGHT – RED

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



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



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 108" (l)

Weight: Light

Set-up Level: Easy



CATEGORY: SPECIALTY

## STANDARD BLACK WOODEN PODIUM

A black wooden podium, this is the default used for all events, unless otherwise indicated.

Measurements: Standard Podium Size

Weight: Light

Set-up Level: Easy



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



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



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

For more information, please contact:

[meet@carleton.ca](mailto:meet@carleton.ca)

Phone: 613-520-5611

