

Conference Services Item Catalogue

2026-2027 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

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

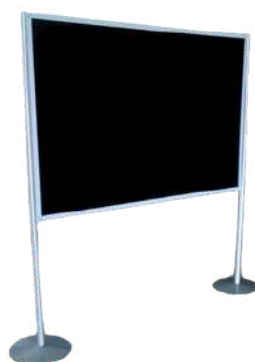


CATEGORY: BACKDROPS

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 66" (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

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

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: 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: 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 (FRAME ONLY)

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

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



CATEGORY: SIGNAGE

BLACK METAL – SIGN HOLDER (FRAME ONLY)

A great sign holder for thematic or promotional signage. **This holder does NOT come with a coroplast insert**, fits 22" x 28".

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

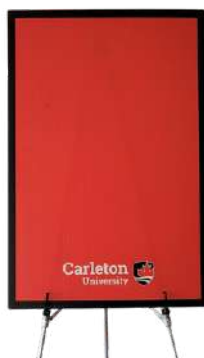


CATEGORY: SIGNAGE

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: SIGNAGE

SIGNBOARD - CARLETON BRANDED

Our CU branded sign holder is perfect for thematic or promotional 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: 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

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

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 is only available in Teraanga.

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



CATEGORY: SEATING

CUSHIONED CLUB CHAIRS – BLACK

This black accent is only available in Richcraft.

Measurements: 31" (w) x 31" (h) x 30" (d)
Weight: Medium
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

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: 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: 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

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



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: SEATING

PADDED GRAY BANQUET CHAIRS

Built with a powder-coated, welded steel frame, our padded chairs sport a durable and comfortable seat fabric.

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



CATEGORY: SPECIALTY

ACRYLIC PODIUM

Has a Built-In Shelf for Storing Water or Documents.

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



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

To secure any of these items for your event, please email meet@carleton.ca with a detailed list of your requested items, along with the room or location and the event date(s).

For more information, please contact:

Phone: 613-520-5611