

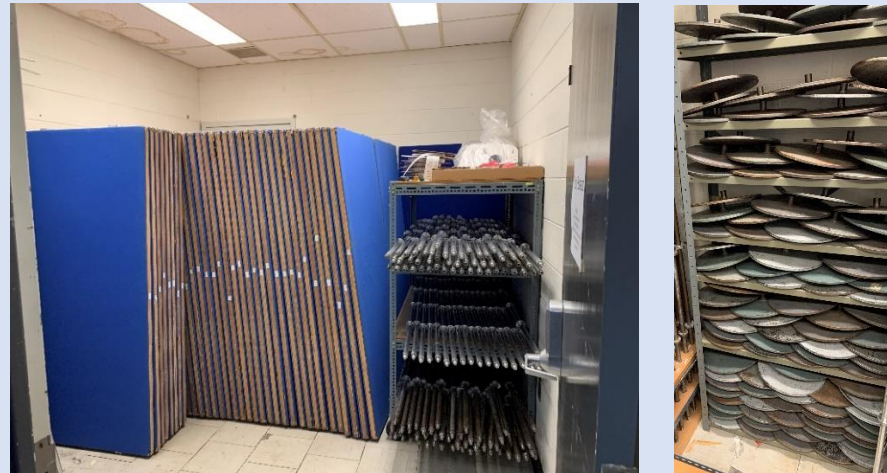
## Poster board spec sheet and standard operating procedure (SOP), University of Toronto

### Loading dock

- Address: King's College Circle, M5S 1A8, Toronto
- Access from: 10 King's College Rd, Toronto, ON M5S 3G8
- [Google Maps link](#)
- Hours
  - Open: 7:30 AM
  - Close: 5 PM
  - After hours arrangements
- Email [dtl.posterboards@utoronto.ca](mailto:dtl.posterboards@utoronto.ca) for instructions.

### How our boards look

- Each board is 6ft x 3ft
- Poles are 7 ft tall
- Each base weighs 10 kg
- Made of wood, handle with care.



Boards and poles

bases

### What equipment to bring

#### Partition dolly

- 4-6 for boards
- 2-3 for poles

You CAN NOT transport poles and boards on same dolly.

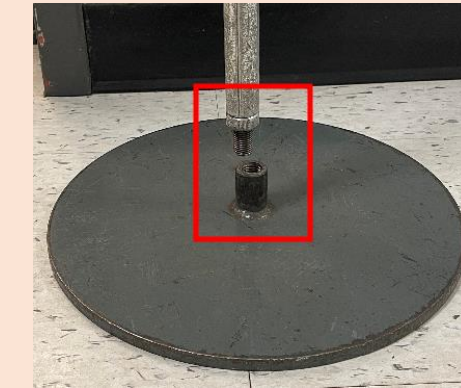
#### Heavy duty bin

- To transport bases



### How to Setup Our Boards

1. Attach the pole to the base.



2. Attach the boards to the poles.

A

B

C



### Noise Complaints

Meetings are in progress in the corridor that stores the boards and metal bases.

Please be mindful by keeping the noise level down.

**Minimize metal banging that generates noise.**



- Maximum clearance: 3.8 m (12ft 5in)



### IMPORTANT INFORMATION

- Boards will be signed-in/out
- Location, Room 1209 at Medical Sciences Building, 1 King's College Circle, M5S 1A8, University of Toronto
- a) [View loading dock location.](#) b) [Google Maps pin.](#)

#### Emergency contact

- 1) Di, 416-946-7799, [dtl.posterboards@utoronto.ca](mailto:dtl.posterboards@utoronto.ca)
- 2) Nancy, 416-978-2600, [nancy.fortin@utoronto.ca](mailto:nancy.fortin@utoronto.ca)

### What NOT TO DO

- Do not drag boards
- Do not transport boards, bases, poles in one dolly.
- Do not leave outside where it would be exposed to rain/snow, etc.
- **Any damages will be billed to moving company**