



Department of Facilities Management

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To: John Jay College Faculty, Staff & Students
From: Department of Facilities Management
Re: Ordering Poster Display Stands
Date: May 28, 2015

The Poster Display Stands are a wonderful addition to the New Building. There are a handful of Display Stands available for the use by the college community. However, there are times when these are quickly scheduled. We recommend departments wishing their own dedicated permanent one purchase it directly and manage it themselves. Facilities will be happy to assemble it for you and place it on wheels for easy transport. Please clearly label the base with attractive JJC graphics of your department so you know it's yours.

Here is the procedure to ordering one or more:

- 1) Call Elizabeth Ruiz from Next Level Signs.
1741 W. University Dr., Ste 152
Tempe, AZ 85281
Toll Free: 888.578.8100
Direct Line: 480.353.2851
- 2) Provide the following information:
 - a. Mention that you are from John Jay College and would like to order Display floor stand.
 - b. Model # of the display stand
FS- UTTM014302 Freestanding Convex Poster Stand 24" x 36" (Convex Box with decorative and elegant look is designed with a patterned polystyrene panel at the bottom. The snap frames enable you to change the display material easily whenever desired. They can be used from both sides. One can simply open the front profile to change the poster. A hinged door, magnetic cover close & plastic pegs on both sides add value to the unit. PVC hinge on one side & magnetic cover allows for an easy change of the poster. Each unit is packed unassembled with an easy-to-understand instruction sheet. All units have passed CE/UL Pat tests & are delivered with their certificates.
 - c. Place the order based on the JJAY procurement guidelines.
- 3) Once you have ordered the display stand, Put in WO with Facilities management to
 - a. Order the wheel base
 - b. Paint wheel base to the color of your choice
 - c. Assemble your display stand
 - d. Estimate Delivery date of the stand.
- 4) Once the delivery is received:
 - a. Sign for the delivery at the central receiving and bring all 3 boxes to Facilities Management located at L2.68.00NB.
 - b. We will assemble the stand and let you know when it is ready.

Any questions about the procedure, please contact us at ext 8541.

