



## Media Displays Request Form

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Bureau of Publications, 1650 Bobali Drive, Harrisburg, PA 17104 – Phone: 717-704-1029

### Contact and Funding Information

**Requestor's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Bureau/Office:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_

**Billing Contact Email:** \_\_\_\_\_

### Display Type

#### **Modular**

Type of Modular Unit: \_\_\_\_\_

Size Required: \_\_\_\_\_

Printing Required: \_\_\_\_\_

Lighting Required: \_\_\_\_\_

Replacement Graphics Only: \_\_\_\_\_

Additional Information: \_\_\_\_\_

#### **Pop-Up/Retractable Banners (Floor and Table-top)**

Type of Pop Up (Floor or Table-top): \_\_\_\_\_

Size Required: \_\_\_\_\_

Replacement Insert Only: \_\_\_\_\_

Additional Information:



**Literature Rack/Tablet Stands**

Type of Stand: \_\_\_\_\_

Size Required: \_\_\_\_\_

Material Type: \_\_\_\_\_

Additional Information:

**Fabric Displays**

Type of Fabric Display Unit (Examples: Backdrop units, Step and Repeats, Tents and Canopies, Tablecover/skirts): \_\_\_\_\_

Size Required: \_\_\_\_\_

Printing Required: \_\_\_\_\_

Lighting Required: \_\_\_\_\_

Additional Information:

**Design**

Description of Design Required: \_\_\_\_\_

**Storage Items**

Type of Storage Unit: \_\_\_\_\_

Size Required: \_\_\_\_\_

Additional Information:

When complete, please email this form to [RA-gspubcustservice@pa.gov](mailto:RA-gspubcustservice@pa.gov), and a Customer Account Manager will respond to your request.