

# Panel Rental Request Form

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Dates panels need to be rented: From \_\_\_\_\_ to \_\_\_\_\_

Print 3 copies of this form. One is for you, one for the chair and one for the budget director. Panels rent for \$5 or 5 service hours per panel per week. A panel is one top and one bottom that fit together. This image shows 4 panels.



## 1. Determine cost

- Number of panels x \$5 = \_\_\_\_\_
- Number of weeks to be rented \_\_\_\_\_
- Multiply a x b = \$ \_\_\_\_\_

## 2. Rent the panels

- Contact the panel rental chair by **email**, [president@californiawatercolor.org](mailto:president@californiawatercolor.org), to determine availability and arrange pick up and drop off.
- Mail 2 copies of this request and a check or service hour records to the panel rental chairperson. Retain the third copy for your records.

**3.** Go to Shadelands Storage, 1925 Oak Grove Road, Walnut Creek. The chair or co chair will meet you to escort you on site and assist with picking up then again to return the panels. The panel rental chairperson is **Carol Husslein: (925) 935-6779**.

Please plan ahead to assure availability and access to the storage facility.

Instructions for chair/co chair: Submit request form and monies/hours to the budget director prior to the panel rental. In the event that CWA doesn't have a budget Director, please send the form and the monies/hours to Iretta Hunter 349 Bolero Dr., Danville, CA 94526. Monies for panel rentals go to the CWA National Exhibition.