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| **Event Furniture and Office Move Equipment**  **Available on Request**  **To request, please complete the** [**Portering request form**](https://www.essex.ac.uk/staff/building-and-maintenance-services/cleaning-and-portering)**.**  **Event Furniture**  The below items are stored in different locations across campus and a minimum 1 hour should be allowed for setting up and packing down each event, this may vary depending on size of event. Event set up/pack down requests are accessed on a case-by case  , please provide a minimum 2-week notice.   * Large trestle table * Small trestle table * Red & Purple seminar chair * Green & gold chairs * Orange plastic chairs * Screw leg tables * Circle tables * Silver tensa barriers * Black tensa barriers   **Office move equipment.**  Please provide 5 working days’ notice when requesting one of the below items and 2 weeks’ notice for office moves.   * Blue & silver trolley/bins * Crates   **Pictures and quantities below** | |
| Large trestle table | **Item:** Large trestle table  **Quantity:** 1  **Dimensions:** 6ft x 2ft |
| Small trestle table | **Item:** Small trestle table  **Quantity:** 13  **Dimensions:** 4ft x 2ft |
| Red and purple seminar chairs | **Item:** Red and Purple Seminar chairs (indoor events)  **Quantity:** 210 Red, 138 Purple |
| Red and purple seminar chairs |
| Green and gold chairs | **Item:** Green and Gold chairs (Indoor events)  **Quantity:** 130 |
| Orange plastic chairs | **Item:** Orange Plastic chairs (external events)  **Quantity:** 150 |
| Screw leg tables | **Item:** Screw leg tables  **Quantity:** 120  **Dimensions:** 4ft x 2ft |
| Round tables | **Item:** Round tables  **Quantity:** 20 |
| Silver trolley/bin | **Item:** Silver trolley/bin  **Quantity:** 8  **Dimensions:** 67cm x 115cm, 70cm deep  **n.b. intended use for transport of office items or bagged waste.** |
| Blue trolley/bin | **Item:** Blue trolley/bin  **Quantity:** 4  **Dimensions:** 67cm x 95cm, 53cm deep  **n.b. intended use for transport of office items or bagged waste.** |
| Crates | **Item:** Crates (Room/office moves)  **Quantity:** 60 closed top, 50 open top  **Dimensions:** 33cm x 69cm, 30cm deep |
| Silver Tensa Barrier | **Item:** Silver Tensa barrier  **Quantity:** 31 |
| Black Tensa Barrier | **Item:** Black Tensa barrier  **Quantity:** 25 |