

Special Event Utility Post Sign/Banner Application

Information must be supplied in **all blank fields** on the form below. Forms and all supporting information must be **submitted at least sixty (60) days before the date on which banners are to be hung** in order to permit the Tourism Advisory Board to review the Application and, upon approval, place it on file with the Mayor's Office. Only non-profit organizations are eligible to hang banners on utility poles. Submission must also include a \$50 refundable banner deposit*.

Date of Application: _____

Name of Submitting Organization: _____

Name of Event: _____

Start Date of Event: _____

End Date of Event: _____

Note that the sponsoring organization is responsible for hiring a firm to both hang and remove its banners. Banners may not be hung prior to the date approved and must be removed no later than three (3) days after the last day of the event.

Organization's Contact Person:

Name: _____

Signature: _____

Title: _____

Telephone: _____

E-mail: _____

Firm Contracted to Hang Banners: _____

Name of Contact: _____

Telephone number of Contact: _____

E-mail of Contact: _____

Date on which Banners are to be Hung: _____ (must be within 90 days of event)

Number of Banners to be Hung: _____

Please designate the requested locations for each of the banners by marking them on a copy of the utility post inventory form, using the aerial photo maps as a guide. The number of posts marked must exactly equal the number of banners in the field immediately above. Submit the inventory form with this application. Submit a rendering of the banner which indicates its dimensions and graphics. Banners must be professionally designed and manufactured, sized to fit the staff of the utility poles, and printed on both sides. Also submit proof of the bonding of the firm contract to hang and remove the banners. Submit all application related materials to the Shyla Glassman at the City of Havre de

Grace, 711 Pennington Ave.