



BANNER RESERVATION APPLICATION

Event Name: _____

Display Dates: From _____ (Mon.) To _____ (Sun.) (1 Week Only)

Display Location: (circle one) North Middle South

EXACT Banner Wording:

Applicant Information

Organization Information

Name: _____

Name: _____

Mailing Address: _____

Mailing Address: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

Installation Fee Must Accompany This Application: Over the Road Banners: \$109
Pole Banners: \$31 each, (6) minimum

Applicant Acknowledgment (read, check and sign below):

- _____ Banners must be received at City Hall no later than 12:00 p.m. on the Friday before the installation date; late banners will not be installed until Tuesday, time permitting. City Hall is open Mon-Thurs 9-5 and Fri 9-12.
- _____ Banners must be delivered to City Hall in a clearly labeled container.
- _____ If Monday is a holiday, banners are installed and removed on Tuesdays.
- _____ Inclement weather may prohibit installation of banners on Monday; banners will be installed on Tuesday, weather permitting.
- _____ The banner must advertise a special, date-specific event which is of general interest and benefit to the community.
- _____ The banner will be installed no earlier than 30 days prior to the event.
- _____ In the case of more than one application for the same period of time, the City of Hailey may give precedence to Hailey area events. In the case of more than one application for Hailey area events, city staff will permit the first application filed to display for the entire period.
- _____ The banner must be constructed in accordance with specifications approved by the City of Hailey. Specifications are printed on the reverse side of this application.
- _____ No more than one banner for an event will be displayed at any one time.
- _____ Banner reservations are limited to one week.
- _____ The Hailey City Council reserves the right to amend or terminate use of public ways for banners at any time and without prior notice.

Applicant Signature: _____ **Date:** _____

BANNER RESERVATION APPLICATION

Banner Specifications

Banners must advertise only the event name, date(s), and/or name(s) of the sponsor(s) and/or organizer(s). The name of the sponsor(s) and/or organizer(s) is limited to a maximum of 25% of the space on each side of the banner.

- Maximum Size: Standard net banner is 48 inches by 36 feet.
- Material: The mesh product shall be polyester netting with the mesh holes being no smaller than 1/8 inch square. Vinyl netting is not acceptable. Edges and lettering in 200 denier nylon.
- Steel Snaps: They must be metal, sewn into header edges on 12-18 inch centers at the top of the banner and on all corners of the banner (2 snaps each in bottom corners).
- Corners: All four corners should be reinforced with double stitching.
- Rope: 3/8 inch nylon rope sewn into the banner at the top and bottom and extending 2 feet from either end of the banner, both top and bottom.
- Changeable Text: The changeable text area not to exceed 16 square feet made of 3 mil vinyl patches.

Pole Banner Specifications

- Size: 3ft x 18 inches (length x width)
- Material: 3 mil vinyl

Banners on light poles shall be installed no earlier than thirty (30) calendar days prior to the event and shall be removed immediately thereafter. The banners shall be displayed for a maximum period of thirty (30) calendar days per event, per year, unless approved by the Administrator for an additional fourteen (14) calendar days. A minimum of six (6) banners per event for display on light poles.