



## **Banner Eligibility Requirements**

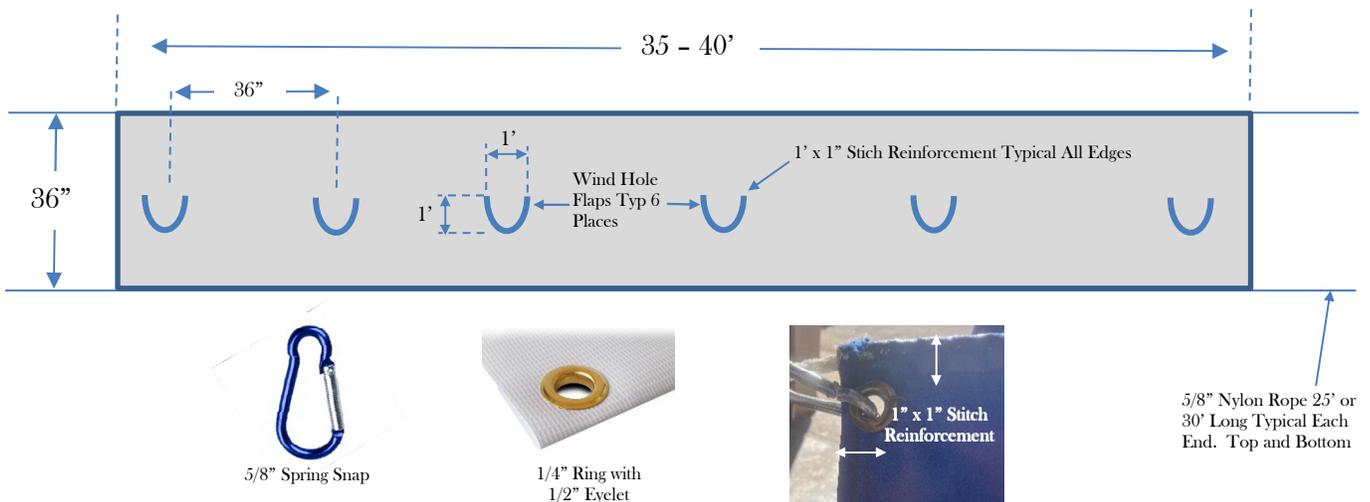
To be eligible to participate in the City's Banner Program, the following eligibility requirements must be met:

1. Events must meet one of the following requirements:
  - a. A qualifying event held by the City of Greeley, including a City Board, Commission or Authority; or
  - b. A qualifying event that is sponsored by the City of Greeley; or
  - c. A qualifying event that is held on government property within the City of Greeley and is sponsored by the City of Greeley, Weld County or the State of Colorado.A qualifying event is defined as a planned gathering by a governmental or not-for-profit entity that is open to the general public, and includes entertainment, programming or activities.
2. Advertising of a commercial nature shall not appear on any Banner, however, up to five percent of Banner may be dedicated for name or logo of sponsoring organizations.
3. The Banner may not include colors or graphics that would violate the Manual on Uniform Traffic Control Devices, or any other law, rule, regulation or policy.

## **Banner Application Process & Standards**

- Call 970-350-9336 or email [pwoperations@greeleygov.com](mailto:pwoperations@greeleygov.com) to check availability or to schedule a banner delivery or pick-up.
- Banners shall be delivered to the 1300 A Street, Suite H five working days prior to installation. All banners shall be picked up within five working days of scheduled removal.
- Advanced Reservations will be accepted no sooner than twelve months prior to the requested banner installation date. Banner requests are on a first come first served basis.
- A banner permit application must be submitted a minimum of 14 days prior to the requested placement date and payment made at the time of reservation.
- \$325 will be the charge for a two-week period. If only one week is available, the price will be prorated.
- Refunds or cancellations will be only granted up to one month prior to the installation date and are not granted for weather related impacts to banner placement. A written request for refunds is required.
- Banners are hung and removed on Mondays.

- Banner construction specifications including size, attachment equipment, etc. outlined below.
  - Banner length is required to be 35 to 40 feet
  - Each banner must have ninety (90) feet of rope on both top and bottom.
  - The rope shall be minimum of 3/8" soft nylon rope and must have a working strength of 450 lbs.
  - The banner shall be 16 oz or greater vinyl coated material (not vinyl laminated). It shall be no more than three (3) feet from the top to bottom or no less than 36" wide. The rope shall be sewn in the top and bottom full length, with grommets located below the rope hem to the top. The grommets shall be no more than four (4) feet apart on top, with no less than six (6) wind holes in a banner. The wind holes shall be round shaped, one (1) foot in diameter with top flap attachment reinforced as shown on attached diagram.
  - Snap hooks must be furnished in the same number as the number of grommet holes in the banner and snap hooks installed in all eyelets prior to delivery.
  - For a 35' banner, eleven (11) eyelets are required across the top, and seven (7) along the bottom (**no more, no less**)
  - For a 40' banner, twelve (12) eyelets are required across the top and eight (8) along the bottom (**no more, no less**)



Due to public safety, you must adhere to these standards, as the banners are hung over roadways with large traffic volumes. Our weather conditions in Greeley are sometimes unpredictable, (high winds) which can cause damage to the banner and whatever is below the banner, i.e., cars and pedestrians. Please following the above specifications.



**Banner Application**

Date: \_\_\_\_\_

City Sponsor: \_\_\_\_\_ City Sponsor Phone #: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Dates(s) of Event: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Organization Phone #: \_\_\_\_\_

Requests to hang a banner on (check one or both):

10<sup>th</sup> Street     8<sup>th</sup> Avenue

From: \_\_\_\_\_ To: \_\_\_\_\_

Please submit narrative/content and design of banner on blank space below:

*By signing the below, the organization understands and agrees to all requirements outlined within the Banner Eligibility Requirements outlined within page one and two of this document.*

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Public Works Staff Use Only*

Approved and scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_