

# **BANNER APPLICATION**



## **BANNER GUIDELINES:**

- The Minimum size of banner is 8' x 3' and the Maximum size is 12' x 3'.
- Banner must have metal grommets (grommets every 3' top and bottom) and wind slits for hanging purposes.
- Banner must be dropped off at 1700 Old Delaware Road (Street Department) at least 3 days prior to beginning date.
- Banner must be picked up at 1700 Old Delaware Road (Street Department) after ending date.
- If date of event is printed on the banner, the banner may be taken down the next business day after the event.
- Only 1 (one) banner can be hung at a time and will only be displayed for a **maximum of two weeks**.
- Please include a sketch or drawing of the banner that includes all wording and artwork.
- Application must be submitted 20 days prior to hanging a banner.

**Please complete form and return:**

40 Public Square, Mount Vernon, OH 43050

(740) 393-9517 / fax: (740) 397-6595

[mtvmavor@mountvernonohio.org](mailto:mtvmavor@mountvernonohio.org)

Today's Date: \_\_\_\_\_ Beginning Date for Banner: \_\_\_\_\_ Ending Date for Banner: \_\_\_\_\_

Purpose for Banner: \_\_\_\_\_

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

### **Contact Person:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

### **Approval:**

Safety Service Director: \_\_\_\_\_ Date: \_\_\_\_\_

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