

General Requirements:

- Banner **must** be *48 inches* high to connect to top and bottom banner wires. Width 30 feet to 40 feet.
- Banners must be constructed using marine acrylic canvas, heavy reinforced vinyl resistant to UV, reinforced nylon or nylon-reinforced plastic or similar materials generally used by commercial manufacturers for this type of product. Seams to be double stitched.
- Banners must have adequate air flaps to allow wind to pass through the material. Must have numerous “U” flaps due to wind speeds on West Broadway.
- Banners must be reinforced with 5/8” grommets (inside diameter) at all attachment points with maximum of 6 foot spacing between top and bottom connection points along wire.
- Tethers to span from top and bottom grommets on each side of the banner must reach the banner poles. Bottom tethers must be break-away type to prevent pole damage under extreme wind loads.
- Banners must be printed on both sides.
- Banners must be delivered by noon on the Friday prior to desired installation date. *There is no guarantee that late banners will be hung on their scheduled date.*
- **No political statements or commercial advertising. Corporate sponsor allowed in form of name/logo limited to 15% of total area.**
- **Priority to City Co-sponsored events.**

Scheduling:

Banners are scheduled for one calendar year (January thru December). The City limits the banner site use to 2 weeks per event.

Application Requirements:

The application form inside this flyer must be completed and submitted a minimum of 30 days prior to the dates requested. Banner design must be approved by the Robbinsdale City Council and banner should not be ordered until approval is received.

Installation of Banners:

The Fire Department will install and remove banners on Mondays. The City reserves the right to remove any banners in case of emergency. Banners are to be picked up at the Police Department following removal within 7 days or they may be discarded.

REMEMBER:

Although the location is at a controlled intersection, there is only a small window of time to read the information. Make sure the lettering is large enough to be seen, avoid using too many words, and consider a logo instead of a name if your organization is well known.

West Broadway Street Spanning Banner Application Form



City of Robbinsdale

General Information:

The use of City-owned facilities including installation and removal of street spanning banner is regulated by the City of Robbinsdale to protect the health, safety, and welfare of the public.

Banner site is available only for recognized community groups for the purpose of allowing a specific **public event of substantial community-wide interest**. Corporate Sponsor recognition allowed on banners but may occupy no more than 15% of the total banner area and must be subordinate to the promotion of the event. No political advertisement.

Community Groups have option to pay in advance towards the banner wire project or pay a fee every time the banner wires are used.

City of Robbinsdale – West Broadway Banner Application

Date of Application: _____ Organization: _____ Install date (Monday): _____

Removal date (Monday): _____

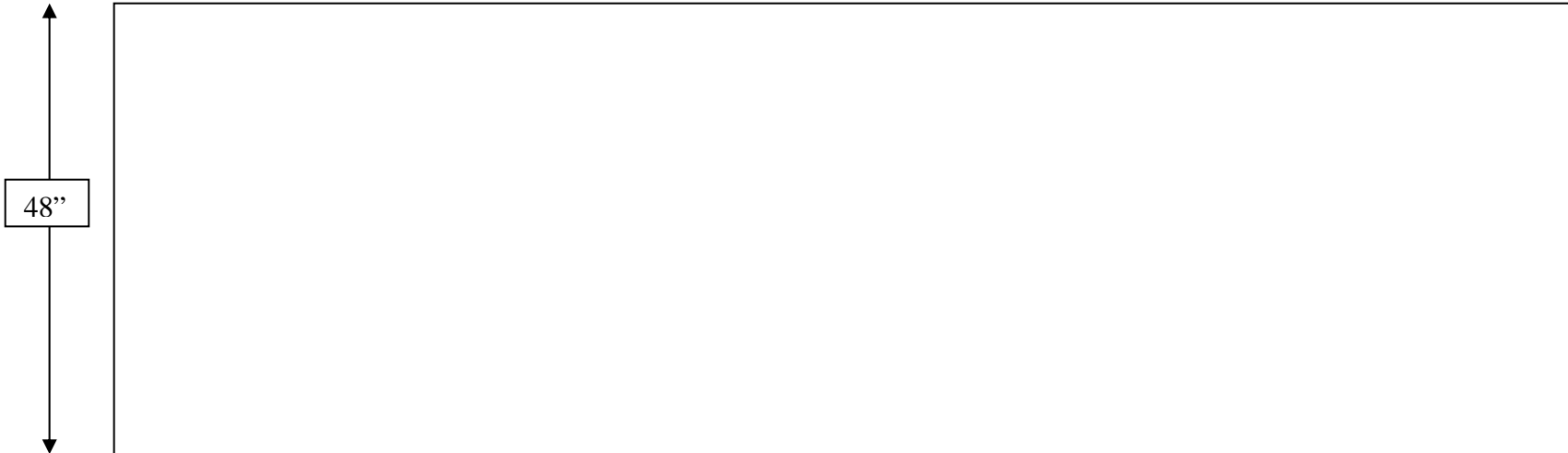
Contact Person: _____ Email Address: _____ Phone Number: _____

Proposed Banner Message

Banner message to include title of event, logos, dates/time/place and may describe activities

(Include sketches of logos – show grommet locations and wind flap locations)

_____ feet
(Minimum 30 feet-Maximum 40 feet – grommet spacing top/bottom no less than 6 feet- must have numerous “U” flaps due to wind speeds on West Broadway)



. Banner Material: _____

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| Staff use: Date Scheduled for City Council review: _____ Application Fee: _____ <i>Fee is \$100 per installation unless community group has prepaid \$750 towards the cost of installing the banner poles</i> |
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