

**OVER THE STREET BANNER APPLICATION***The City reserves the right to revoke or modify an over-the-street banner permit.***Banners are only allowed for Governmental entities, Non-Profit and Special District organizations.**Banners **shall be** permitted to advertise only the following: Public service activity which provide benefits to the community as a whole, performing and visual arts, and scholastic activities sponsored by organizations which carry on educational activities.Banners **shall not be** permitted to advertise the following: promote or be sponsored by any political candidate/party, religious or issue group, and be carried on for the purpose of earning a profit.**APPLICANT INFORMATION**

Entity/Organization: _____ Phone: _____

Applicant Name: _____ Email Address: _____

DESCRIPTION OF PROJECT (see reverse for banner specifications)**Main Street Single Side Banner ONLY / Mohawk Double-Sided Banner Required**

- * Banner may display the event name, event logo/trademark, event date and time, and general location.
- * You must submit your banner design including the banner specifications with this application. You can email the banner design as a pdf or jpeg to permitcenter@springfield-or.gov or submit it as a document with this application.
- * Once the banner application is approved and paid for, the applicant is responsible for delivering the banner, five(5) working days prior to the date the banner is to be installed. Deliver to Operations Division 201 S. 18th St. (541) 726-3761

BANNER LOCATION (select the location)

Banner reservations are on a first come, first serve basis. Applications are only accepted within the same year as the installation date. The dates are not reserved until the application is approved and paid for.

☐ Main Street @ 9th Street - 2 week time period only (ODOT approval is required, the City will process)

Installation Date: _____ Removal Date: _____

☐ Mohawk Street @ G Street - 3 week time period only

Installation Date: _____ Removal Date: _____

It is the responsibility of the Operations Division to install and remove the banner as scheduled. The banner must be picked up by the Applicant at the Operations Division 201 S. 18th St. (541) 726-3761 within five working days after the removal date.

PAYMENT

Over-the-Street Banner Permit Fee \$191.84 (\$182.70 + 5% tech fee) Call to pay over the phone (541) 726-3753

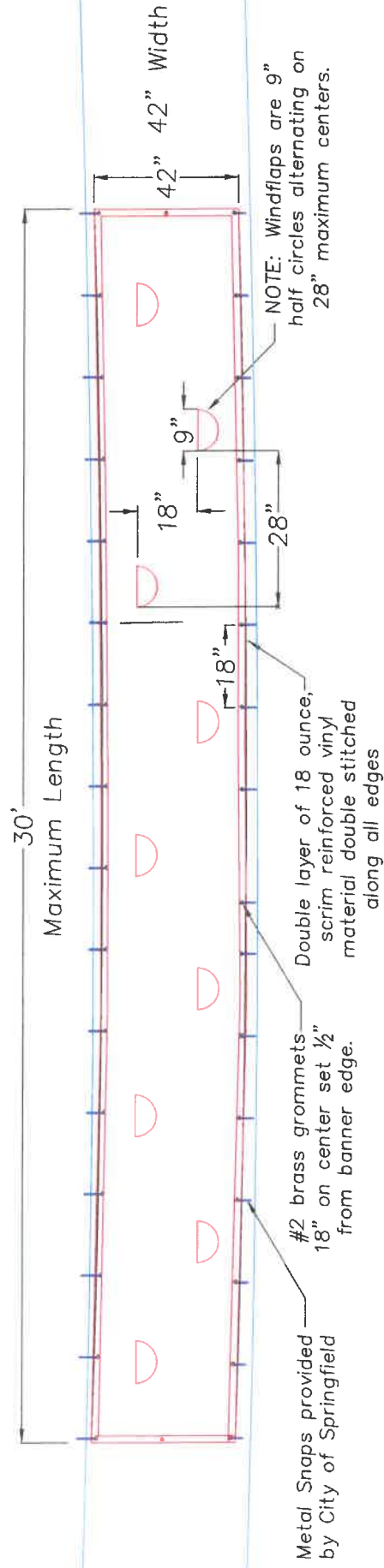
SIGNATURE

Upon signing this application, the Applicant agrees that it is the responsibility of the Applicant to retrieve the banner from the Operations Division no more than five (5) working days following the date of removal. If the Applicant fails to pick up the banner the City may dispose of the banner and have no further responsibility. Applicant is responsible for the disposition of the banner and shall hold harmless the City per (SMC 3.210(1)(b)).

SIGNATURE: _____ DATE: _____

OFFICE USE ONLYBanner Approved ☐ODOT Approved (Main St) ☐Location/Dates Approved ☐Payment Received ☐

Authorized Signature: _____ Date: _____



City of Springfield ***** Overhead Banner Specifications

NOTE: The banner shall be constructed of heavy, 18 ounce, Scrim reinforced Vinyl material, seamed with extra strength thread. Grommets shall be #2 machine press-fit brass rivet type placed through double-layered edge material. The banner shall be inspected by the City prior to installation for compliance to these specifications.