



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

Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

Organization Information

Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

Installation Fee Must Accompany This Application:

Over the Road Banners: \$ _____

Pole Banners: \$ _____ 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-Fri 8:30am-12:30pm

- Banners must be delivered to City Hall in a clearly labeled container with a contact name and phone number.
- 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 Fairfield may give precedence to Fairfield area events. In the case of more than one application for Fairfield 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 Fairfield. 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, unless extended dates are approved by city council.
- The Fairfield 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.