

Application to Request a Banner on Shelburne Road or Main Street in Burlington for 2010. For non-profit organizations only
APPLICATION DUE November 16, 2009

Your name: _____
Non-profit organizations' name: _____
501(c)(3) number: _____
Street Address: _____
City, State and Zip Code: _____
Contact Telephone: _____
Contact Email Address: _____
In what City is the event occurring? _____
Please provide the date and description of your event:



Please provide us w/ as many options for banner hangings as possible for your event. More options increase your organization's chances of securing a date. Banner hangings occur on or about the 1st and the 15th of each month, on Shelburne Road and on Main Street.

	<u>Date</u>	<u>Location</u> (Indicate Shelburne Rd or Main Street)
Option 1	_____	_____
Option 2	_____	_____
Option 3	_____	_____
Option 4	_____	_____

Submit this application via email or US mail to: Permits & Licensing, Church Street Marketplace, 2 Church Street, Suite 2A, Burlington, Vermont 05401, or mgutchell@ci.burlington.vt.us **by November 16, 2009**. Banner requests are fulfilled in this order of priority:

1. City Departments (i.e. Public Works, Parks & Recreation, City Arts, CEDO, Library, Marketplace, etc.) for their own events and activities.
2. Burlington events produced by non-profits that enhance our downtown's economic vitality including Vermont City Marathon, Discover Jazz Festival, First Night Burlington, Mardi Gras Parade, Penguin Plunge, Dragon Boat Festival and those of similar scale.
3. Burlington-based non-profits that both serve our downtown and/or are promoting events that draw people to our downtown Burlington such as the Annual COTS Walk. We also give priority to United Way of Chittenden County for its' annual fall campaign, Domestic Violence Awareness Month (October) and Sexual Assault Awareness Month (April).
4. Organizations holding large conventions in Chittenden County benefiting the regional economy and for which a street banner will strengthen the long-term relationship with that organization. The Lake Champlain Regional Chamber of Commerce will help to determine impact to the region and the Church Street Marketplace Commission will make the final decision.
5. Other non-profit organization requests.

Decisions are final and will be announced December 15, 2008. Organizations will be notified by email and those approved will receive an information packet via U.S. Mail. We **DO NOT GUARANTEE** banner hanging locations and dates based on previous years. Cost to hang one banner is \$375.00. Applying for a 2008 banner with this form is an acknowledgement that you have read and understand the above information.

SPECIFICATIONS FOR SHELburnE ROAD AND MAIN STREET BANNERS

If you receive a banner hanging in 2008, here are the banner specifications we require.

1. **Banner Material:** Mesh is REQUIRED due to its lighter weight and flexibility in extreme wind conditions. Canvas and heavy weight reinforced vinyl MAY NOT BE USED.
2. **Area:** The effective projected area (or written area) will not exceed 32 square feet. The banner must have outside dimensions of no more than 30 ft.in length by 3.5ft in height. Smaller banners of no less than 15ft by 3 ft. may be used. The preferred banner material is mesh due to its lighter weight and ability to allow air to pass through.
3. **Rope:** Marketplace requires a minimum ½” nylon or polypropylene to 7/16” nylon or polypropylene rope or a nonconductive material of equal strength. A length of 80 feet at top and bottom of banner is required and it must be sewn into banner.
4. **Grommets:** Marketplace requires 6 grommets be installed at top of banner with hooks in each grommet to be secured on guy wire. For questions about specifications, contact Ann Brush, Banner Arts, 655-5700 or ann@bannerartsvt.com. Banners will be rejected if specifications are not followed. No exceptions.
5. Banner must be delivered no later than the 13th or 28th of the month to: Banner Arts, 150 West Canal Street, Suite 4, Winooski, Vermont, Attention: Ann Brush, 655-5700 or ann@bannerartsvt.com.
6. The banners are not returned to the Banner Arts location until two weeks after their removal, they should be picked up there. If a banner is not picked up, it will be disposed of. Arrangements can be made with Banner Arts to store the banner.

NOTE: Marketplace will hang two banners per month, on or about the first (1st) and on or about the fifteenth (15th), of each month at each of two designated locations, Main Street and Shelburne Road. Banner hangings may vary depending on weather conditions and contractor equipment and staffing; we do not prorate for days missed. If the 1st or the 15th falls on a weekend or a holiday the banner will be hung on the next working day.

Marketplace reserves the right to refuse any banner that deviates from the above mentioned specifications