



APPLICATION FOR VV & LH BANNER DISPLAY SITES

A **\$95 non-refundable fee** for each scheduled installation must accompany this application.

The Town of Vail maintains display sites for banners representing community events or those that are sponsored by nonprofit organizations and that promote activities that take place primarily within the Town of Vail. Please contact the special events coordinator, esaeger@vailgov.com, a minimum of 10 days prior to submitting this application, to confirm site availability.

Dates are determined on a Monday-Monday week. Reservations will be taken on a first-come, first-serve basis. Applications to hang banners for more than one week and/or site will be considered only if there are no other requests for the same time frame.

Name of Event: _____

Dates of Event: _____

Event Producer: _____

Contact Name: _____

E-Mail Address: _____

Address: _____

City: _____

State, Zip: _____

Event Locations (activities must take place primarily within the Town of Vail): _____

Brief Description of Event: _____

BANNER SITE(S) AND DATES REQUESTED:

- LIONSHEAD:** (At east entrance to the mall)
- BRIDGE STREET:** (Just south of the covered bridge)

BANNER SPECIFICATIONS: *Banners that do not comply with all specifications will not be displayed.*

- Size: 18' wide by 4' high
- Banners must be printed on both sides.
- ½" center diameter grommet in each corner with reinforced fabric, plus 3 additional grommets along top edge: 1 centered @ 9', one centered on each side @ 4'6".
- Wind vents to insure there will be no damage to supporting structures

ATTACH A SCALE DRAWING ON 8.5 X 11 PAPER SHOWING:

- Layout and wording
- Material and color
- Logos: not more than 25% of the area and/or wording may be sponsor names or logo

DELIVER to the Public Works Front Administration Office at 1309 Elk Horn Drive (phone 970 479-2158) no later than 8 a.m. on **Thursday** prior to your requested dates. Please pick up the banner from Public Works immediately after your event, as there is no space for storage. **The Town of Vail is not responsible for lost, damaged or stolen banners.**

APPLICATION IS HEREBY DENIED (reasons for denial): _____

APPLICATION IS HEREBY APPROVED: _____

Vail Town Clerk

Date

FEES DUE: _____
Payable by Check to: Town of Vail