



# CITY OF HUDSON

27 East Main Street . Hudson . Ohio . 44236 . 330-650-1799

## TEMPORARY SIGN/BANNER APPLICATION

Please read rules and regulations on the back of this page before submitting the application. Applicant is expected to adhere to all requirements.

<b>Name of Event</b>	
<b>Date(s)/Time(s) of the Event</b>	

### SPONSORING ORGANIZATION INFORMATION

<b>Sponsoring Organization</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Contact Person</b>	
<b>Home Phone</b>	
<b>Business Phone</b>	
<b>Cell Phone</b>	

### REQUEST FOR SIGN ON GAZEBO GREEN

INSTRUCTIONS: Complete this portion only if you would like to display a sign on the Gazebo green, one week prior to your event that has been approved by the City on City property. Signs CANNOT BE LARGER THAN 6 SQ. FT. Attach a picture/drawing of the sign, the wording, and size of the sign with this application in order for it to be approved. Applicant is responsible for installing the sign on the Monday prior to their weekend event, and it must be removed by the applicant immediately after the event. There is no fee to display a sign on the green.

Date of Display Week requested \_\_\_\_\_

### REQUEST FOR TEMPORARY BANNERS

A \$300.00 non-refundable fee is required for installation and removal of banners. Read the requirements on the back of this application prior to submitting your request. Banners will be installed for one week only, beginning the Monday prior to your scheduled event that will be held on public property. The City will not store your banners. Banners that are not picked up within 5 days of removing them will be discarded, as the City does not have room to hold the banners. Banners can be installed on Main Street, or in the First and Main Shopping area. Read instructions for the number of banners required in each area. ALL APPLICATIONS MUST INCLUDE A DRAWING OF THE ART, WORDS AND COLORS OF THE BANNERS.

Location Requested: Main St. & Rt. 303 \_\_\_\_\_ First & Main \_\_\_\_\_

Display Dates Requested \_\_\_\_\_

***I agree that I will abide by the rules and regulations set forth in the Special Event Handbook.***

**Signature of Event Sponsor:** \_\_\_\_\_

### For City of Hudson Use Only:

Date Received by City \_\_\_\_\_

Banner Fee Received: Check # \_\_\_\_\_

Approved by City Manager \_\_\_\_\_ Date \_\_\_\_\_

## SIGN/BANNER REGULATIONS

Each event that is held on public properties may complete a Temporary Sign and Banner Application to display one sign on the Gazebo Green one week prior to the event, based on availability. Additionally, banners can be hung from selected light poles one week prior to the event, if the poles are available. All signs and banners must meet departmental and City specifications and be installed by the City in accordance with City of Hudson rules and regulations. ***There is no fee for approval of signs to be placed on the Gazebo Green. However, there is a \$300 fee to install and remove banners on City light poles throughout the downtown.***

Banners and/or signs may not be used to promote or advertise commercial activities or political parties, issues or candidates. Banners and/or signs may not be used to advertise or promote any type of service or sales. No business identification or commercial trademarks or logos may be used on banners or signs. Banner and Sign Applications will be accepted on a first come, first served basis. The City reserves the right to limit or schedule the amount of time and dates that the banners or signs can be displayed. The City Manager will make the final determination regarding sign or banner approval.

### Special Events Signs on the Gazebo Green

The only signs permitted on the Green are those that promote a cultural, educational or community event of general public interest on public property that has been approved by the City. Such a sign shall not exceed six (6) square feet (for example, 24" by 36") Only one (1) sign may be displayed on the City's main Green, and may be displayed no earlier than one (1) week prior to the event. Each organization is allowed to have one sign on the green, per event, per year. The sponsoring organization is responsible for installing the sign 1 week prior to the event and removing the sign immediately after the event.

To apply for a sign on the Gazebo green, you must submit a Temporary Sign and Banner Application, accompanied by a drawing of the sign (including the wording on the sign, design and artwork on the sign, size of the sign, display dates, and materials. There is no fee for Special Event Signs on the green.

### Directional Signs on Public Greens

Signs directing the public to the event taking place on public properties may be approved by the City Manager upon receipt of a completed Temporary Sign and Banner Application Form. The Application must include the location and explanation of the event, traffic safety reasons for the sign, wording and directional symbols to appear on the sign, size, proposed location, and dates the signs will be displayed.

### Banners on Electrical Poles

Only banners that promote a cultural, educational or community event or institution of general public interest will be approved. ***Each organization is permitted to have banners displayed only for one week per event, per year.*** A fee will be charged to cover the City's costs for installation and removal of the banners.

All banners must be professionally printed on both sides of the banner, and must be made of durable, weather-resistant material (double canvas, vinyl, or high-quality nylon or acrylic fabric). Banners that are excessively worn, faded, torn or otherwise damaged will not be accepted for display.

Event banners that are to be displayed on the poles along Route 91 and Route 303 must be 30 inches wide by 60 inches long. The total number of poles available for display of banners is 26. Applicants for banners must display banners on all available light poles. Banners that are to be displayed on the poles in the downtown and First and Main area must be 18 inches wide by 36 inches long. There are 36 banner locations in First & Main. The sponsor must plan to hang banners on all 36 pole locations in First & Main.

The banners will be displayed for 1 week prior to the event, beginning on the Monday before, and will be removed the Monday after your event. The banners must be delivered to Hudson Public Power on Owen Brown Street no later than 3 days prior to the scheduled installation date. Late delivery of banners may delay the City's ability to display the banners on the date you requested. Banners must be picked up from Hudson Public Power not later than two business days after their removal. Banners left after that date will be discarded due to our lack of space to store these items.

The City of Hudson reserves the right to refuse banners that do not meet proper specifications. All banner applications, along with drawings of the banners, must be approved by the City Manager. The City Manager has the final decision regarding approval for banners and the frequency and length of time they may be displayed.

*For more information call Jody Roberts, Communications Manager, 330-342-9539 or email [jroberts@hudson.oh.us](mailto:jroberts@hudson.oh.us).*