



## BANNER HANGING APPLICATION

**To be completed by applicant:**

Name of sponsoring organization:

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Event for which banner is displayed:

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Date(s) of event:

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Date banner to be installed:

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Sponsor contact person:

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Phone number: \_\_\_\_\_

Mailing address:

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**For office use only:**

Request received on: \_\_\_\_\_

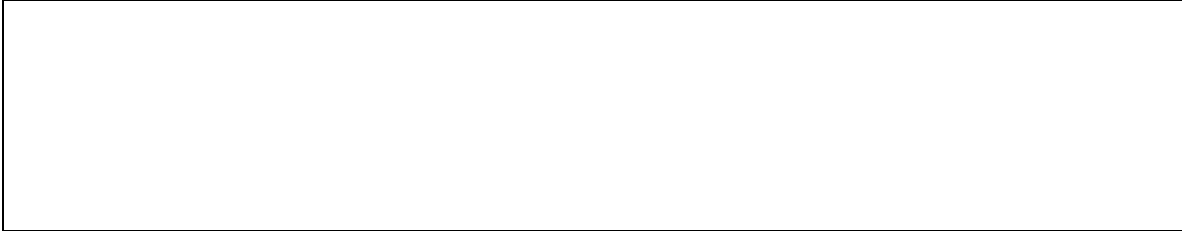
Banner received on: \_\_\_\_\_

Date banner installed: \_\_\_\_\_

Date banner removed: \_\_\_\_\_

Use this space to illustrate messages, logos, etc. that will be on the banner. (Note: Banner should show name of non-commercial sponsor at the bottom. No words, symbols or logos shall be used that direct attention to a business operated for profit or to a commodity or service for sale.)

20'



Fabrication Details:

Length: 20 feet

Height: 4 feet (1 1-foot runner for dates may be added)

Type of Material:

Sail cloth or canvas. 4-inch double sewn hem along top edge and bottom edge for rope to pass through. Rope is to be sewn in, so banner cannot slide on the rope. 75 feet of 3/8" nylon rope threaded through top hem and 75 feet through bottom hem. Several 3" to 4" elliptical or half circle cuts should be distributed over the banner for wind to pass through.

Approved Location:

Market Street at 3<sup>rd</sup> Street, NE

*Completed applications can be submitted by:*

*Mail to: Traffic Signal Shop  
325 4<sup>th</sup> Street, NW  
Charlottesville, VA 22901*

*Email to: [banner@charlottesville.org](mailto:banner@charlottesville.org)*

*Fax to: 434-970-3885*