



Main Street Mount Vernon

The Intersection of Commerce and Culture

Banner Application

Main Street Mount Vernon
102 South Main Street
Mount Vernon, OH 43050
740-393-1481

CONTACT INFORMATION

Applicant's Name: _____ Organization: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ Email Address: _____

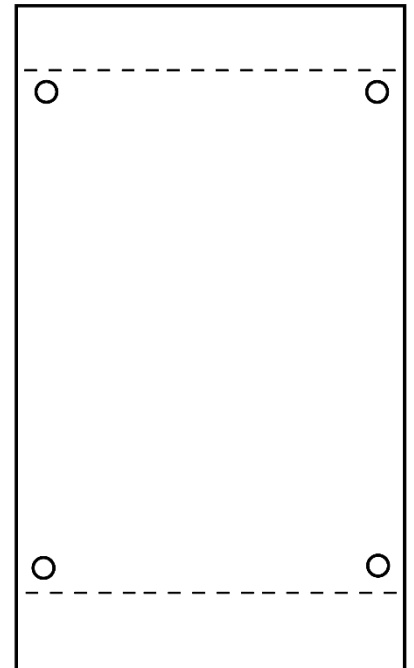
DISPLAY INFORMATION

All banners will hang for a maximum of four weeks. This is to allow other groups access to the poles. If there are no other requests for subsequent weeks, the organization may request an extension. New requests will take priority over an extension. Downtown events take precedent over all other requests.

Banners must promote downtown Mount Vernon or a whole-community civic or arts event, that is, one in which the entire Knox County community is invited to participate. Suitability of your design will be determined by the Design Committee of Main Street Mount Vernon.

Applications will be considered in the order in which they are received.
Decisions will be communicated within two weeks of application receipt.

Banner must be 30" x 61". Pockets on top and bottom are 4" leaving 53" of printable space. Banners should have 2 grommets either side: see diagram. No other size will fit the armatures. There are a total of 30 banner locations on South Main Street; we recommend a maximum of 15 banners to be placed for the optimum display presentation, with a limit of only two different event banner designs displayed at any one time. Call our office for more details.



We recommend you contact us for local vendors to create your banners. Both companies do a fine job designing banners and meeting our specifications.

An image, drawing or sample, including colors of your proposed banner, **MUST** be attached to the application. Please also provide electronic documentation to: manager@visitdowntownmountvernon.com.

DATE PREFERENCES

First choice of date to place banners: _____
Second choice of date to place banners: _____

INSTALLATION INFORMATION

Once this application and installation dates are approved, your (15) banners **MUST** be in the Main Street office, located at 102 South Main Street in Mount Vernon, **two weeks prior to the installation date.**
Please call or email to arrange drop-off time.

Personnel from the city of Mount Vernon perform the installation and removal of the banners, and the scheduling of these activities is at the discretion of the City Streets Department. Therefore, installation and removal of the banners may not fall on the exact requested date.

NOTE: Please pick up banners from the Main Street Mount Vernon office within two weeks after removal. Banners not picked up may be discarded.

FEES

The fee for banner application review is \$25 to be submitted with this application. If this is for an annual event, there will be an annual fee of \$25 due prior to installation each season.

For further information, please contact Main Street’s Executive Director at 740-393-1481 or manager@visitdowntownmountvernon.com.

I hereby certify that I have read, understood and will comply with the above instructions and procedures.

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY:

Date Application Received: _____ Date Reviewed: _____

Special Instructions: _____

Fee Received: _____ Check: _____ Cash: _____ Card: _____

Number of Banners Received: _____