

CITY OF AKRON

STREET POLE BANNER PROGRAM GUIDELINES

1. Street pole banners are a unique way of promoting an event or activity which assists in the aesthetic improvements of downtown Akron. Through the use of the Street Pole Banner Program we hope to accomplish the following:

ADD COLOR AND EXCITEMENT
DEVELOP A UNIFIED APPEARANCE
AID IN THE PROMOTION OF CULTURAL AND CIVIC EVENTS

2. Banner program participants must represent or promote a nonprofit cultural or community activity of general public interest. Banners may NOT be used for commercial or political parties, issues or candidates.
3. Banners cannot be used to advertise or promote any type of service or sales.
4. Banner placement and reservation are designated by the City of Akron Recreation Bureau and are subject to change depending on pole availability. Every organization wishing to promote their event or activity must submit an application with the City of Akron Recreation Bureau at least six weeks prior to hanging dates. **If your application is not received six weeks prior it will not be accepted or processed.**
5. All banners must hang for a minimum of two (2) weeks and a maximum of thirty (30) days. Longer hanging periods require special approval.
6. Banner applicants are accepted on a first-come, first-served basis. Priority will be given to organization's that have previously participated in the program.
7. During periods of heavy banner bookings, the maximum exposure time may be limited in an effort to give everyone equal exposure time. If scheduling conflicts occur, the City of Akron Recreation Bureau reserves the right to reschedule the time and/or locations of an organization's banners. No rescheduling or changes will be made without prior notification to the organization.
8. A sketch or photograph of the banner design must be included with the banner application. All banner designs must be approved before the production of the banners.
9. All banners must be double sided and made of a durable material (double canvas, vinyl, or high quality acrylic fabric), 31 inches wide by 94 inches long, with wind slits. Grommets must be placed in all four corners but must not interfere with the banner pockets. Pockets must measure at least 1 9/16" minimum on the inside when folded flat. The poles that the banner pockets are slid over measure 1" in diameter.

10. Two (2) banners will hang per pole. For example:

5 poles = 10 banners
20 poles = 40 banners

11. The sponsoring organization will be responsible for all costs related to the production, printing, and upkeep of the banners. The sponsoring organization is also responsible for the design and artwork for the banners.
12. Storage and liability for the banners is the responsibility of the sponsoring organization. The City of Akron will not be held liable for any damages done to the banner while being displayed. Arrangements can be made for the City of Akron to store banners for an annual storage fee.
13. The City of Akron Recreation Bureau will schedule the installation and removal of all banners with the Street Cleaning Division. All banners must be delivered to the Akron Recreation Bureau before your scheduled hang date. Please deliver to the address below. You will be able to pick up your banners from the same location. Office hours are Monday – Friday from 8:00 am – 4:30 pm.

**City of Akron Recreation Bureau
Community Events Division
220 S. Balch Street, 2nd Floor
Akron, OH 44302**

14. Any requests for banner repairs will go to through the City of Akron Recreation Bureau.
15. The City of Akron Recreation Bureau will invoice you for any banner hangings, repairs, hardware, or banner removals. An invoice will be enclosed with your approval letter.
16. For additional information on the City of Akron Banner Program, please contact the Akron Recreation Bureau at 330-375-2835.
17. RETURN COMPLETED BANNER APPLICATION TO:

City of Akron Recreation Bureau
Community Events Division (Banners)
220 S. Balch Street
Akron, OH 44302
Phone: 330-375-2835
Fax: 330-375-2883