



DANIEL HORRIGAN, MAYOR

City of Akron Street Pole Banner Guidelines

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

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.

Banners cannot be used to advertise or promote any type of service or sales.

Banner placement and reservation are designated by the City of Akron Recreation and Parks Division 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 and Parks Division at least six weeks prior to hanging dates. **If your application is not received six weeks prior it will not be accepted or processed.**

All banners must hang for a minimum of two (2) weeks and a maximum of thirty (30) days. Longer hanging periods require special approval.

Banner applications are accepted on a first-come, first-served basis. Priority will be given to organizations that have previously participated in the program.

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.

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.

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 will go into the banner pockets measure 1" in diameter.

Two banners will hang per pole. For example: 5 poles = 10 banners, 20 poles = 40 banners.

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.

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.

The City of Akron Office of Integrated Development Recreation and Parks will schedule the installation and removal of all banners with the Street Cleaning Division. All banners must be delivered to the Recreation and Parks offices before your scheduled hang date. Please deliver to the address below. You will be able to pick your banners up from the same location. Office hours are Monday – Friday 8:00am – 4:30pm.

**City of Akron
Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch Street, 2nd floor
Akron, Ohio 44302**

Any requests for banner repairs will go through the City of Akron Recreation and Parks Division.

For additional information about the City of Akron Banner Program, please contact Recreation and Parks, Community Events Division at 330-375-2835.

RETURN COMPLETED BANNER APPLICATION TO:

City of Akron
Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch Street
Akron, Ohio 44302