

Requirements to Affix Banners to Light Poles

No banner or sign shall be affixed to any light pole except by authorization of the City. A request form must be approved by the Director of Marketing and by the Department of Safety and Inspections (DSI), prior to a banner's installation.

No banner or sign shall be attached to any City light poles except by the City Department of Public Works.

All banners must serve a legitimate public interest and shall not contain any advertising other than that which is directed toward the specific event. Sponsorship logos may only take up to 15% of the space on the banner.

Banners & signs should not be in place earlier than 2 weeks before the event and should be removed within 3 days after the event. Seasonal banners can remain in place for up to 3 months as long as they are still in serviceable condition. Neighborhood Business District banners can remain in place for up to a year if they are in serviceable condition.

The standard size of a light pole banner in downtown Saint Paul is 30" x 60". The banner rod pockets should be 2 3/4" wide. Other sizes may be considered, but are subject to wind loading calculations and additional hanging charges for bracket modification.

In some neighborhood areas, banner sizes are significantly smaller. Before sending banners to production, verify banner size with the Marketing Office and Public Works.

Banner material shall be of a durable, weather-resistant material like canvas, nylon or vinyl-coated fabric. Grommets must be installed in the top and bottom corners of the banner one inch above the bottom rod pocket and one inch below the top rod pocket. Grommets shall be of brass construction and installed in a minimum of four layers of fabric, with the hole size of the grommet being 3/8 inch in diameter or larger.

If brackets are not currently installed in a desirable location, the City of Saint Paul can install brackets for an additional charge for installation and material. New brackets shall be of the banner-saver Pro 2000 model or equivalent. Brackets shall be secured with a 1/4" bolt drilled through the bracket casting into the pole.

No banners are allowed on any light poles with traffic signals. Banners may not block any public signing or lighting.

The City reserves the right to refuse to install banners if it is felt they are not of a quality to withstand the elements. The City also reserves the right to remove banners because of construction, damage, or any other practical reason, at the customer's expense.

No authorization shall be granted without proof of public liability insurance issued by a company licensed in Minnesota in the amount of one million dollars (\$1,000,000) single event coverage naming the City as additional insured, with a 10-day written cancellation notice to the City and the building owners. Should the policy be cancelled, the banners and/or signs shall be removed immediately unless a replacement insurance policy is provided.

Requestors are encouraged to submit their request as early as possible and to contact the Marketing Office to check on the status of their banner request. Once authorization is granted, requestors must contact Public Works to organize banner delivery. If arrangements are not made with Public Works to pick up banners after they are taken down, the banners will be disposed.

REQUEST FOR AFFIXING BANNERS TO LIGHT POLES

_____ hereby requests permission to affix banners to the light poles at the
(organization)

following locations:

_____, in between the cross streets of _____ and _____
(street)

_____, in between the cross streets of _____ and _____
(street)

_____, in between the cross streets of _____ and _____
(street)

Banner Locations

(If more locations are needed, please attach additional page listing locations.)

Our event, _____, will run from _____ through _____.
(name of event) (date) (date)

I am requesting permission to have the banners or signs in place from _____ through _____.
(date) (date)

- I have read, understood, and will comply with the requirements attached.
- Attached is a copy of a public liability insurance policy in the sum of one million dollars (\$1,000,000) naming the City of Saint Paul as additional insured.
- Attached is a copy of the banner design with the banner dimensions listed.

I agree to pay the City of Saint Paul for the cost of installing _____ banners at a rate of \$53 per banner for a total cost of \$_____.
(Appropriate taxes will be applied upon billing. If tax exempt, please include ST3 form with application.)

Organization's Contact Name _____ Phone # _____

Billing Information:

Name: _____
Address: _____
City/State/Zip Code: _____
FAX # _____

Signature: _____ Date of Request _____

**For Internal Use:
APPROVAL**

(Department of Safety and Inspections)

(Director of Marketing)

Date invoice sent: _____
Date received check: _____
Amount: _____