



STREET BANNER GENERAL INFORMATION SHEET

- A. LOCATION:** One (1) location in the City.
 Front Street – between poles on traffic island opposite Cenotaph
- B. TIME FRAME:** For each application, banner may be hung for a three (3) week period.

“PLEASE NOTE THIS SECTION CAREFULLY”

- C. BANNER SPECIFICATIONS:**
- 1. Material:** 10 oz or higher weight vinyl, sewn at ends and around edges, not heat sealed.
 - 2. Dimensions:** 4' x 17' maximum, 3' x 15' minimum.
 - 3. Air Holes:** a minimum of four (4) air holes with diameter of 12” each.
 - 4. Grommets:** ½” I.D. (inside diameter) metal grommets located at a minimum of 2-foot intervals along top side of perimeter edge and at either end for “tie-down” lines.
 - 5. Rope:** 8 feet of 5/16” polypropylene nylon rope attached to all 4 corners tied through grommets on banner. (To secure banner on each side to pole).

- D. BANNER INSTALLATION:**
 Installed by person(s) authorized and supervised by Manager of Parks - Shaw Electrical.
- E. BANNERS THAT QUALIFY:**
 Recognized community events hosted by Nanaimo Community Groups - Non-profit societies. Banners must be advertising an Event and not the SPONSOR.

- F. INSURANCE COVERAGE:**
 Includes a minimum of \$1,000,000 third party comprehensive general liability insurance taken out by the group or organization requesting hanging of banner. **(Supply photocopy of such document).**

- G. COSTS INVOLVED:**
 Cost of banner application, installation fee (setup and takedown including G.S.T.) \$200.00. Performance Bond \$100.00 (Refundable).

Fee breakdown for one (1) banner:	Administration:	\$190.48 (147800-4450)
	GST (5%):	\$ 9.52 (421500)
	Damage Deposit:	<u>\$100.00</u> (425718)
	Total:	\$300.00

Credit Cards accepted or issue one cheque payable to the City of Nanaimo in the amount of \$300.00