

**EAST MAIN STREET BANNER REQUIREMENTS & INSTRUCTIONS**

Banners are scheduled for **City of Ashland sponsored or endorsed events only (and are subject to approval by the City Manager and ODOT)**. Banners are installed across East Main Street by the City of Ashland Electric Department from Monday to Monday. If the Monday of hanging or removal falls on a City Holiday, the banner will be hung or removed on Tuesday. No banners are hung during the winter holiday season, typically from the week of Thanksgiving through the first week of January.

*The Name of the event organization must be displayed on the banner.* Banners must be constructed according to the specification attached to this form. If the banner is found to be faulty or not made according to these specifications, the banner will not be installed.

**INSTRUCTIONS:**

- Fill out the banner application (see attached), include a detailed description of the wording on the banner, or attach a sample copy of the banner. Turn in the completed application to the Public Works Department, located at 51 Winburn Way, Ashland, OR 97520. Call 541-488-5587 for more information.
- There is a \$125 fee for installation of the banner. This fee is payable upon approval of the banner application by the City Manager and ODOT. The full \$125 fee must be paid at the time the approved banner permit is picked up. The banner will not be hung without proof of payment.
- Following approval and payment, banners are to be delivered at least one week prior to the installation date to the Department of Electric Utilities, located at 90 North Mountain Avenue. Call 541-488-5357 for directions or more information. Please note: the Department of Electric Utilities is open from 7:00 a.m. to 3:30 p.m.
- Please make arrangements with the Department of Electric Utilities to pick up your banner within ten days of removal from East Main Street. The Department of Electric Utilities will not be responsible for any loss or damage that may occur to the banner after that time.

**BANNER APPLICATION**

Please fill in the information requested below and submit this form to the Public Works Department, 51 Winburn Way, Ashland, OR 97520. Upon approval of your application by the City Manager, the City of Ashland will obtain approval from ODOT, and then collect the \$125 fee.

Please write below exactly what will be printed on the banner. All banners will be reviewed for any offensive or inappropriate message content by the City of Ashland and ODOT. ***Please note: No Advertising of any kind, no phone numbers, and no web or e-mail addresses are permitted on the banner.***

NAME OF ORGANIZATION/: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF ORGANIZATION/CONTACT: \_\_\_\_\_  
\_\_\_\_\_

WEEK REQUESTED FOR BANNER: \_\_\_\_\_

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(FOR CITY USE ONLY)

**THIS APPLICATION IS:**

- APPROVED FOR A CITY OF ASHLAND SPONSORED OR ENDORSED EVENT.**  
 **NOT APPROVED.**

DATE: \_\_\_\_\_  
CITY MANAGER

Date Fee Paid to City of Ashland: \_\_\_\_\_

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(FOR ODOT USE ONLY)

**THE ABOVE APPLICATION IS:**

- APPROVED**  
 **NOT APPROVED.**

DATE: \_\_\_\_\_  
ODOT