

NON-PROFIT VIENNA BASED GROUP REQUESTING BANNER DISPLAY

CONTACT PERSON

STREET ADDRESS

CITY, STATE AND ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

BANNER EVENT

BANNER MESSAGE -

REQUESTED DISPLAY DATE 1

REQUESTED DISPLAY DATE 2

APPLICANT NAME

APPLICANT SIGNATURE

TOWN APPROVAL

DATE

APPROVED DISPLAY DATE

BOND #

RULES AND REGULATIONS FOR BANNERS

1. Priority for banners is given to Vienna-based organizations that are Non-Profit civic, charitable, or for Town-sponsored events. No banner dates are reserved from year to year except for the Town sponsored events.
2. The Town of Vienna banner application (an original, received via hand delivery or US Mail, will be accepted) must be submitted by last business day in November each year to be eligible for participation in a lottery for available dates for the following year.
3. All reservations are reviewed and approved by the Department of Public Works and the Town Manager. All banner dates will be assigned on a lottery basis. No dates will be "ON HOLD". Notification will be mailed to applicants by the end of December.
4. For a display date to be reserved, each application must be completed and accompanied by \$150.00 refundable deposit payment in cash or check made payable to Town of Vienna. Failure to include the deposit will result in rejection of the application. If your banner date is not awarded, your check will be returned to you.
5. The organization receiving a banner display date approval will not change, share, or trade display dates.
6. The organization applying for a banner reservation is responsible for contacting a company to have the banner manufactured. BANNER SPECIFICATIONS* ARE:

- SIZE: 4' high by not less than 20', to not more than 40' long.
- MATERIAL: 18-oz, 4-ply PVC laminate. The banner seams shall be reinforced at least triple thickness on all four sides. The banner shall have a three- eighths inch (3/8"), number 12, nylon rope (a 1/16" x 1" nylon strap is acceptable if it meets or exceeds the break strength) with a break strength of no less than 3,000 lbs. sewn into the top and bottom of the fabric. The nylon support ropes, on both the top and bottom of banner, shall be a minimum of seventy-five feet (75') long. **Both top and bottom seams shall have heavy-duty grommets, with a half-inch (1/2") minimum opening every four feet (4'). Each grommet will have a 1 inch (1") snap hook. (See insert with *approved* banner application.). Grommets and snap hooks shall be positioned inside the roped seam for added strength. The face of the banner shall have a minimum of five 6-inch semi-circular wind slits. Other materials may be considered on a case-by-case basis.**
- If the banner has a message on one side only, instructions shall be provided, in writing, as to the direction for placement of the banner.

IF YOUR BANNER WAS APPROVED FOR HANGING IN 2019 IT MOST LIKELY MET THESE STANDARDS

Failure to meet these required specifications will result in the banner not being displayed. Please call (703) 319-8638 if there are questions.

7. The banner shall NOT contain a commercial message, logo, religious symbols, or religious message(s) of any kind; and any advertising for school or day care registration. Wording on banner must be exactly the same as on this application or banner will not be installed.
8. Banners must be delivered to the Department of Public Works reception desk at Northside Property Yard, 600 Mill St. NE not earlier than FIVE (5) working days and not later than THREE (3) working days prior to banner installation date.
9. Banners must be picked up from the Department of Public Works reception desk at Northside Property Yard, 600 Mill St. NE within FIVE (5) working days after the last day of its display. Banners left unclaimed after this time will be discarded.
10. Banners are typically installed and removed by Town employees during regular working hours on Mondays, except when Monday is a holiday. The banner will then be installed on the next possible day or the Friday before if the banner is related to a Monday holiday. No banners will be installed or removed on weekends or holidays (except for emergency removal with prior approval by the Town Manager.)
11. Inclement weather, including high wind, may delay banner installation/removal. There will be no refund of fees or adjustment of display dates for days missed. The Town is NOT responsible for damage to banners.
12. The Town Manager has sole discretion to reject any banner application if the message, the event, or the appearance of the banner is NOT in the best interest of the Town of Vienna.
13. Deposit will be forfeited if any rule or regulation is not followed and/or banner is not delivered or picked up at the appointed time.

BANNER AVAILABILITY* - PICK YOUR FIRST AND SECOND CHOICE

<u>DATE</u>	<u>First Choice</u>	<u>Second Choice</u>
1/5/2026 - 1/12/2026		
1/12/2026 -1/20/2026		
1/26/2026 - 2/2/2026		
2/2/2026 - 2/9/2026		
3/30/2026 - 4/6/2026		
7/27/2026 - 8/3/2026		
8/3/2026 - 8/10/2026		
8/10/2026 - 8/17/2026		
8/31/2026 - 9/8/2026		
12/21/2026 - 12/28/2026		