

Banner Application
Heritage Centre Association
PO Box 702, 10 East Vine Street
Mount Vernon, Ohio 43050
740.393.1481



CONTACT INFORMATION

Applicant's Name: _____
Organization: _____
Street Address: _____
City, State, Zip: _____
Day Phone: _____ Evening Phone: _____ Cell Phone: _____
Email Address: _____

DISPLAY INFORMATION

All banners will hang for a maximum of four weeks. This is to allow other groups access to the poles. If there are no other requests for subsequent weeks, the organization may request an extension. New requests will take priority over an extension. Downtown events take precedent over all other requests.

Banners must promote downtown Mount Vernon or a whole-community civic or arts event, that is, one which the entire Knox County community is invited to participate. Suitability of your design will be determined by the Design Committee of the Heritage Centre Association.

Applications will be considered in the order in which they are received. Decisions will be communicated within two weeks of application receipt.

Banner must be 30" x 60". No other size will fit the armatures. There are a total of 30 banner locations on South Main Street; we recommend a minimum of 15 banners to be placed for the optimum display presentation, with a limit of only two different event banner designs displayed at any one time.

We recommend the Flag Lady or Consort Display Group to create your banners. Both companies do a fine job designing banners and meeting our specifications.

Flag Lady contact information:

456 North High Street
Columbus, Ohio 43214
800.797.FLAG (3524)
614.263.1776 (phone)
614.263.1719 (fax)
Website: www.flagladyinc.com
Email: lori@flagladyohio.com

Consort Display Group contact information:

2129 Portage Street
Kalamazoo, MI 49001
800.525.6424
269.388.4532 (phone)
269.388.2018 (fax)
Website: www.consort.com
Email: info@consort.com

An image, drawing, or sample, including colors, of your proposed banner **MUST** be attached to the application. Please also provide electronic document to manager@VisitDowntownMountVernon.com.

1st Choice date to place banners: _____

2nd Choice date to place banners: _____

INSTALLATION INFORMATION

Once this application and installation dates are approved, your (15) banners MUST be in the Heritage Centre Association office at 10 East Vine Street, Mount Vernon, **two (2) weeks prior to the installation date. Please call to arrange drop off time.**

Personnel from the City of Mount Vernon perform the installation and removal of the banners and the scheduling of these activities is at the discretion of the City Streets Department. Therefore, installation and removal of the banners may not fall on the exact requested date.

NOTE: Please pick up banners from the Heritage Centre Association office within two weeks after removal. Banners not picked up may be discarded.

FEES

The fee for banner application review is \$25 to be submitted with this application.

For further information, please contact Lynne Ricard, Downtown Manager, at (740) 393-1481.

I hereby certify that I have read, understood, and will comply with the above instructions and procedures:

SIGNATURE: _____ DATE: _____



OFFICE USE ONLY:

Date application received: _____ Date reviewed: _____

Action:

Fee Received: _____ Check _____ Cash _____

Banners Received: _____

Installed: _____

Removed: _____

Picked Up: _____