

BANNER USE POLICIES, PROCEDURES, SPECIFICATIONS

POLICIES & PROCEDURES:

1. Use of the Main Street banner space is open to for-profit business and organizations, non-profit organizations, and community groups that are promoting community-based, non-political events.
2. Rental fee for banner space is below. The fee covers administrative costs, labor and liability insurance for hanging the banner and maintaining the banner wire and brackets.
 - For-profit organizations: \$200/week
 - Non-profit organizations: \$165/week
 - *10% discount for ACCOC members*
3. Banners promoting events sponsored by businesses may not prominently display the names of corporate or business sponsors.
4. All applications must be submitted through an online form that can be found at www.AddisonCounty.com/banner. You will receive confirmation of your reservation within two (2) business days.
5. You can pay by credit card (we'll contact you) or by check (we'll invoice you).
6. You are required to provide two **(2) separate certificates of insurance**, one naming the **Addison County Chamber of Commerce** as additional insured, and another naming the **Town of Middlebury**, 77 Main Street as additional insured; prior to the start of your reservation. The certificate must show general liability limits of at least \$1,000,000 per occurrence.

Send both certificates to:

Maria Benoit
c/o ACCOC
93 Court Street
Middlebury, VT 05753
Email: maria@addisoncounty.com
Fax: 802-388-8066

7. When more than one party requests use of the banner space for the same period of time, the following prioritization, in descending order, will be used to make assignments:
 - a. ACCOC member non-profits
 - b. ACCOC member for-profits
 - c. Non-member businesses/organizations
 - d. Events taking place in downtown Middlebury
 - e. Events taking place elsewhere
 - f. Special events, rather than on-going public awareness campaigns
8. The banner should be dropped off at Peck Electric, 300 Foote Street, Middlebury, no later than the Friday prior to your scheduled date and no earlier than a week before your scheduled date.
9. Neither ACCOC nor Peck Electric is responsible for any damage to the banner while it is hanging over Main Street.
10. The banner should be picked up from Peck Electric within five (5) business days after it's been removed. Neither ACCOC nor Peck Electric is responsible for storing your organization's banner.



ADDISON COUNTY
Chamber of Commerce
Great starts here.

11. Refunds will be made only in the following circumstance:

If the banner is not displayed for a minimum of three days. Sometimes weather, mechanical failure of the mounted brackets or poor health of people authorized to hang the banner make it inadvisable or impossible to hang the banner on the exact date for which its use is assigned. Refunds are not offered if such a delay occurs but the banner is displayed for at least three days of the assigned time period.

12. If you need to cancel your banner reservation, please notify us by email or phone immediately. If cancelled less than two weeks in advance of your scheduled display date your fee will only be refunded if we can fill the space. Those cancelling more than two weeks in advance will receive a full refund.

SPECIFICATIONS:

**For ease of installation, uniformity in banner dimensions is required:
2' height x 18' length**

The location of the banner wire is a high wind location, especially during the winter and spring. It is important that banners be properly constructed in order to endure the wind conditions. The following standards are required for all banners:

1. Banners should be constructed of either:
 - a. Open mesh material of at least 15 oz. per sq. yd.
 - b. Vinyl with a -20 degree cold crack. Vinyl banners must have wind vents cut into them.
2. Grommets must be installed along the top and bottom edge of the banner 18" on center and at each corner with large snap hooks in each grommet. Due to the heavy wind loading the corner grommets should be reinforced. You will be charged an additional \$75 if the banner is delivered without snap hooks.
3. If the banner is deemed to be of inferior quality, condition or construction, ACCOC and/or its contractor reserves the right to refuse installation.
4. Recommended vendors are below. Please mention the Addison County Chamber referred you.

802 Print

P: 802-598-0967

E: greg@print802.com

Awesome Graphics

P: 802-773-6143

E: tami@awesomegraphics.com

Mitchell's Screen Printing & Embroidery

P: 802-483-6866

E: info@mitchelltees.com

Questions?

Contact Maria Benoit

P: 802-388-7951

E: maria@addisoncounty.com

Revision date: December 27, 2018



ADDISON COUNTY
Chamber of Commerce
Great starts here.