

Main Street Sign & Downtown Banner Guidelines

35 North 1st East
Rexburg, ID 83440

customerservices@rexburg.org

Phone: 208.359.3020
Fax: 208.359.3022



CITY OF
REXBURG
America's Family Community

The City of Rexburg manages the rental, installation, and content of the banners displayed on the light poles along the streets of Rexburg.

Eligible Participants

Only events and activities occurring in the City of Rexburg that are produced by civic organizations representing a broad cross section of our community will be allowed. Political and for-profit promotional banners will not be accepted. The Rexburg City Council must approve organizations, subject matter and banner content at least 30 days before the anticipated promotional schedule. The Rexburg City Council may make exceptions to the policy concerning eligible participants and subject matter for events and activities of major civic importance.

Subject Matter

The Rexburg City Council must approve the content on the banners 30 days in advance. Please mail, email or fax banner design to Customer Service Department, 35 N. 1ST E., Rexburg, ID 83440, email to CustomerServices@rexburg.org or fax to (208) 359-3022. Participants are asked to deliver banners at least two weeks before the display schedule. The City of Rexburg reserves the right to approve or reject the content of all banners.

Maintenance and Liability

The City of Rexburg is not responsible for damage to the banners while they are being installed, displayed or retrieved. Damaged or dirty banners will not be displayed. The cleaning and repair of banners is the responsibility of the contracting organization. The City of Rexburg, following the final date of the display contract will hold banners for pick-up for one week. After that time, a storage charge of \$15.00 per banner per month will be imposed. Nonpayment for the storage fee will result in disposal of the banners.

Payment

A non-refundable, \$25.00 reservation fee must accompany the application. The total cost to install the banners must be paid 24 hours in advance of installation. Finance charges of 1 1/2% per month will be added to all invoices not paid within thirty (30) days for any banners stored by the City of Rexburg. Outstanding invoices will disqualify an organization from future participation in this program.

SINGLE BRACKET POLE BANNERS

Available Space

Banners on single bracket poles are located on both sides of Main Street and College Avenue. A minimum contract includes 28 banners that generally cover both sides of the street for four blocks. A

maximum of 40 banner brackets are available. Space can be reserved up to one year in advance. Please contact Rexburg City Hall for current availability.

Cost

The cost to install banners is \$15.50 per banner for a four-week minimum length of time. The cost of designing, producing, and repairing the banners is the responsibility of the event/organization. The banner locations will be leased on a first- come first-served basis.

Materials include vinyl, photo/mechanical/digital printing, or screen-printed. Banners must be constructed of a material that can withstand the forces of nature for the period of time they are to be displayed. Torn or damaged banners will not be hung. Banners are to have an overall length of 80 inches and width of 30 inches. There is to be a 3-inch sleeve at the top of the banner to slide over the bracket. The bottom is to have a 3-inch hem while the sides are to have a minimum hem of 1 inch. There must be three grommets on the inside hem of each banner for proper attachment to the poles.

OVER THE STREET BANNERS

The City of Rexburg has the capability for display of 2 over the street banners. Banners shall meet the requirements as stated above, with the following modifications:

- Banner Size: Maximum 40'X3'
- Mounting: Top and bottom hung, grommets at 18" maximum spacing, bottom weighted, lower corner grommets.
- Materials: The materials for the banner must be a mesh material with at least 75% opening thru the material.
- Installation Cost: \$50.00 per banner

Over the street banners must be delivered to the city at least 3 days in advance of installation date and scheduled thirty (30) days in advance of event.

SECOND EAST AND MAIN STREET SIGN

The City of Rexburg has a banner board available for use to groups that meet the criteria given above for eligible participants. Use of the sign is on a first come, first served basis and should be requested at least 30 days in advance of event. Sign will be on display for a maximum of one week. Please contact the Customer Service Department at (208) 359-3020, ext. 0 for scheduling. All banners must be approved for content, prior to being installed. Dimensions of the banner should be 4' x 8'. There is a \$25.00 charge for the City of Rexburg crew to install the banner, and must be paid in advance at City Hall. Any additional services performed by the City of Rexburg at this location will be charged to the organization at a rate of \$10.00 per hour.

Use explorer to email

Main Street Sign & Downtown Banner Application

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Rexburg, ID 83440

customerservices@rexburg.org

Phone: 208.359.3020
Fax: 208.359.3022



CITY OF
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Main Street Sign Over Street East Banner Over Street West Banner Single Pole Banners

Organization: _____ Telephone: _____

Contact: _____ Fax: _____ Email: _____

Address: _____

Event: _____ Date(s) of event: _____

Event Location: _____

Please provide a description of your event: _____

Preferred banner display dates: From _____ To _____

Main Street Sign	\$25.00 each displayed maximum of 1 week
Over the street banner East or West	\$50.00 each displayed a maximum of 4 weeks
Single Pole Banners	\$15.50 each minimum number of banners displayed is 28 for a maximum of 4 weeks
Storage Fee	\$15.00 per month per banner, if not picked up within 7 days.

A non-refundable, \$25.00 deposit must accompany this application. The balance is due twenty four (24) hours in advance of installation. A finance charge of 1½ % per month will be added to all invoices not paid within 30 days.

I understand this application, as well as banner designs, must be approved. I agree to pay all fees as stipulated. Any fees not paid for storage will be charged at 1 ½ % per month. Your banners will not be cleaned while in storage. You are responsible for all maintenance while the banners are in storage. I agree to pick up my banners within 7 days of removal or pay for storage of the banners. I agree The City of Rexburg is not responsible for any damage to my banners while they are in their possession.

I have read and understand all of the information on this application:

Signed: _____ Date: _____

Note: This document is for application proposes only (the legal sign permit form must be signed by city officials before sign is approved)
See Sign Ordinance 1027 at www.rexburg.org for regulation information. 9/26/2012