



Street Banner Specifications

(North Illinois Street Location)

Maximum Size - Minimum Requirements:

42 inches x 36' – ¼" Open MESH with sewn on letters – Maximum size

36 inches x 20' – ¼" Open MESH with sewn on letters – Minimum size

Gourmets 2' on center, top and bottom of banner with “D” rings provided, and 5/16 inch snap hooks – one snap hook per each “D” ring or eyelet.

1 inch nylon strap or 3/8 rope, top and bottom of each side of the banner.
See attachment for length

Display Times: No more than 2 weeks prior to the event date

Display Condition: Each banner shall be clean, tear free and not faded for presentation.

Display Content: The City of Belleville reserves the right to, not display any banner if in it's opinion the content is inappropriate or offensive to anyone or group. Only events held in Belleville, open to the general public and sponsored by Civic or Not-For-Profit Organizations will be displayed.

Contact Person: Sponsoring Groups must fill out an application with the City Clerk's Office for City Council approval and submit at least 45 days prior to the event.

Liability: The City of Belleville assumes no responsibility for any damage to said banner during installation, displaying or removal process.

Delivery/Pickup: Banner should be dropped off at the City's Clerk's Office at least three working days before for installation date. The banner must be picked-up no later than five working days of its removal at Belleville City Hall, City Clerk's Office and stored by sponsoring agency.

Cost: Presently there is no charge for displaying the banner.

Comments: The smaller vinyl banners catch too much wind and are destroyed many times just in a couple of days after installation. Therefore the open mesh is required.

Source of Open Mesh Banners: Paddock Industries - Julie Boekers – 277-1680 (fax-277-1580)
P.O. Box 906
306 North Main Street
Smithton, IL 62285-1514
Web: <http://www.paddock-inc.com>

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