

## 2022 Banner Rules

**Reservation and hanging fee are due when the banner reservation is placed. Checks should be made payable to the Greater Mystic Chamber of Commerce.** An invoice for this service will be mailed to the organization as soon as the reservation request is received and confirmed.

***Reservation is not confirmed until payment is received.***

Payment can be made: via mail along with the reservation form, request online payment thru invoice, or use a credit card over the phone. The reservation fee covers the cost of insurance, DOT fees, bookkeeping fees. Hanging and Removal fees are sponsored and paid for by Groton Utilities.

**Note:** *The GMCC and its vendors accept no responsibility for weather conditions which may damage a banner or necessitate its early removal or any delay in hanging. Any additional expenses or damage incurred due to adverse weather conditions are the responsibility of the organization sponsoring the banner.*

Banners must be delivered to Critical Signs, 1085 Route 85 in Waterford the Thursday prior to the scheduled hang. Failure to deliver the banner within the specified time period may result in the forfeit of the fee and the banner not being hung.

Critical Signs will hang the banner on Monday morning of the week reserved. **When there is a Monday holiday, or the weather does not permit installation, the banner will be hung on Tuesday or the next permissible day. Critical Signs must adhere to OSHA and DOT standards when installing.**

**If poor weather conditions are anticipated the banner maybe removed to avoid potential damage (to the banner).**

**Reservations are not confirmed until payment is received.**

### **SPECIFICATIONS FOR BANNER SIZE + CONTENT**

- The ideal banner size recommended is 3 feet high by 25 feet long. Banners smaller than 20 feet long will not be accepted.
- 18 or 22 oz material weight is required. Anything lighter will tear easily in the wind. **Canvas** is recommended but vinyl is also allowed.
- Banners must have grommets placed every eighteen (18) inches across the top. Holes are to be 1/2 inch in diameter.

- Banners shall also consist of **reinforced webbing** in the hems **with D rings sewn into each corner** (4) for the use of carabineers.
- 6” diameter half moon slice wind slits must be cut.

In accordance with the Connecticut Department of Transportation, Bureau of Engineering & Highway Operations, no commercial advertisement, including commercial sponsors; no websites, urls or phone #s are allowed on banners. Failure to comply may result in the inability to hang the banner.

I have read and understand the above rules and regulations and on behalf of the organization and I will ensure the banner provided will adhere to the above stated specifications.

Name of Organization \_\_\_\_\_

I will adhere to these guidelines

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

GMCC STAFF \_\_\_\_\_