

BANNER CRITERIA

- 1. Recognized non-profit organizations only.**
- 2. Banners must be to us at least three weeks in advance of event.**
- 3. Cost of banner is solely at the expense of non-profit or agency.**
- 4. No secondary advertising allowed unless event is being sponsored by the advertiser.**

Example: Sanford Recreation Program

December 1, 2012

Sponsored by Pepsi

- 5. Must be printed on both sides & may be shared by another non-profit & may advertise two separate events.**
- 6. Shall be 2'x8' in size and have 5 grommets along top & 5 grommets on the bottom to allow for proper attachment. No string or rope attachments permitted.**
- 7. Must have clear concise message of not more than three lines.**
- 8. The banner is the property of the organization who shall assume all responsibility for content of the info provided. The town of Sanford assumes no responsibility for the content or for any damages done to the banner as a result of being hung and exposed to weather or any adverse conditions.**
- 9. Banner will be removed as quickly as possible on nearest work day after the event and should be retrieved by the organization immediately after removal.**

Please know that the Town of Sanford, Recreation and Public Property Department cannot guarantee WHEN your banner will be hung. We have to make arrangements to use equipment to install the banner and we have to work hanging banners into our schedule as time and weather dictates. We require that a contact phone number be written on both ends of banner on the edges so that we may be able to easily identify your banner and call you as soon as it is ready to be picked up after your event.

For further information please call us at 207-324-9130.