

Banner Application



CMHC Granville Island Public Affairs & Programming Bridge Banner

Area: Public Affairs & Programming
Date: March 1, 2000.
Topic- **Bridge Banners** at various locations on Granville Island
Responsibility. Manager, Public Affairs and Programming

Authorization

1.0 Purpose

To outline Granville Island policy and procedure on the scheduling, hanging and strike of am and cultural event banners under the bridge span at the entrance to Granville Island.

2.0 Policy

- 2.1 The bridge banner space is to be used for the posting of banners advertising Granville Island cultural and recreational events all year.
- 2.2 Event producers requesting use of this space are asked to do so, by completing the attached application form, giving detailed purpose and timing of event.
- 2.3 Banner copy and graphics must be approved by Granville Island Public Affairs & Programming prior to banner installation.
- 2.4 Banners are hung and stricken on Monday mornings. It is the responsibility of the event coordinator to ensure that the **banners are delivered to the Granville Island Maintenance Shop, located on Cartwright Street, (across from Festival House) by 3 pm on the Friday, prior to the scheduled Monday placing.**
- 2.5 The banner size can range from **40 ft- wide x 4 ft. long to 40 ft. wide x 5 ft. long. Banners must be grommetted at all 4 corners.** It is also strongly suggested that bridge banners have 19 grommets evenly spaced (every 2 ft.) across the top of the banner.
- 2.6 Usage of bridge banner space is limited to one-week increments beginning and ending on Mondays. If space allows, and the event is running longer than one week, there is the possibility of an extended banner placement. Allotments for extending posting periods is at the discretion of Granville Island Public Affairs & Programming, subject to their approval, and barring no competing events. Where groups have conflicting needs for the use of the space, Granville Island sponsored events (e.g. annual cultural events, such as festivals) shall take precedence. Otherwise bridge banner space is allotted on a first-come, first-served basis.
- 2.7 Following the removal of the banners, it is the responsibility of the event coordinator to ensure that the banners are picked up from the Granville Island Maintenance Shop no later than 72 hours afterwards. Failure to do so will result in disposal of the banner.
- 2.8 **Bridge banner space is never guaranteed and CMHC - Granville Island Management may remove any banner at its discretion without notice.**
- 2.9 Granville island Management assumes no responsibility for loss or damage to any materials or bodily injury, expenses, claims, demands, action, suits or other proceedings of every nature and kind arising from or in consequence of any of the above.

Banner Application Form



Applicant Information

Organization: _____

Address: _____

Contact Person: _____

Phone: (Bus.) _____ (Fax) _____ (email) _____

Banner Information

Banner display date request: from: _____ to: _____

from: _____ to: _____

Event to be promoted: _____

Date(s) of event: from: _____ to: _____

Banner description (copy & design): _____

- a) banner content Must be approved by CMHC-Granville Island, Public Affairs & Programming
- b) please attach a copy of the banner layout to this form

Names of sponsors appearing on the banner: _____

Technical Specifications

- Banner size can range from 40 feet wide X 4 feet long to 40 feet wide X 5 feet long
- Banners must be grommeted at all 4 corners.
- 19 grommets are to be spaced evenly every 2 feet across the top of the banner.
- See attached policy for more details

For Office Use Only:

Date received: _____

Notes:

Approved: YES NO

Return completed application to:

CMHC Granville Island, Public Affairs & Programming
1661 Duranleau Street, Vancouver, BC, V6H 3S3 Fax: 666 7376