

# Banner Application



## CMHC Granville Island Public Affairs & Programming Bridge Banner

Area: Public Affairs & Programming  
Date: October 19, 2016  
Topic- **Bridge Banners** at various locations on Granville Island  
Responsibility. Manager, Public Affairs and Programming

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### Authorization

#### 1.0 Purpose

To outline Granville Island policy and procedure on the scheduling, hanging and strike of advertising 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 provide event details, preferred display dates and proposed design when submitting the attached application form.
- 2.3 Banner copy and graphics must be approved by Granville Island Public Affairs & Programming prior to banner installation.
- 2.4 Banners are generally installed and taken down on Monday mornings (excluding holidays). It is the responsibility of the event coordinator to ensure that banners are delivered to the **Granville Island Maintenance Shop (1397 Cartwright Street, across from Festival House) by 3pm on the Friday prior to the scheduled Monday installation.**
- 2.5 The banner size is **40 feet wide x 4 feet long.** **Banners must be grommeted at all 4 corners.** Bridge banners must also have 19 grommets evenly spaced (every 2 feet) across the top of the banner.
- 2.6 Usage of bridge banner space is limited to a maximum of three-week increments beginning and ending on Mondays. A banner placement extension may be possible for events running longer than two weeks, provided space is available. All assignments and extensions are at the discretion of Granville Island Public Affairs & Programming. Should events create timing conflicts for use of the space, Granville Island sponsored events (e.g. annual cultural events, such as festivals) shall take precedence. Note that display space is otherwise allotted on a first-come, first-served basis.
- 2.7 Following the removal of the banner, it is the responsibility of the event coordinator to ensure that the banner is 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 locations/display durations are never guaranteed. CMHC Granville Island Management may remove any poster 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) \_\_\_\_\_

Extension: \_\_\_\_\_

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## Banner information

Dates requested: from: \_\_\_\_\_ to: \_\_\_\_\_

Event to be promoted: \_\_\_\_\_

Date(s) of event: from: \_\_\_\_\_ to: \_\_\_\_\_

Description (banner copy & design\*):

Banner design attached? \_\_\_\_\_

*\*Print copy and design graphics must be approved by CMHC Granville Island, Public Affairs & Programming prior to installation*

Names of sponsors appearing on the banner: \_\_\_\_\_

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## Technical Specifications

- Banner size is 40 feet wide X 4 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
- **NOTE: Banners are to be delivered to the CMHC Granville Island Maintenance Shop (1397 Cartwright Street across from Festival House) by 3 pm on the Friday prior to the scheduled Monday installation**

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## For Office Use Only:

Date received: \_\_\_\_\_

Banner design received?

Notes:

Approved: YES NO

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## Return completed application to:

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