



CITY OF FRAMINGHAM

CAPITAL PROJECTS & FACILITIES MANAGEMENT DEPARTMENT

James J. Paolini
Director

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10 Nicholas Road
Framingham, MA 01701

APPLICATION FOR DISPLAY OF STREET BANNERS

(Please submit no less than 30 business days prior to requested display date.)

Application Fee: \$25.00

I. APPLICANT INFORMATION

Event Name: _____ Event Date(s): _____ Event Location: _____

Name of Applicant: _____ Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

II. BANNER SPECIFICATIONS

- **BANNER SIZE:** (Please check) 2ft by 20ft 3ft by 20ft 3ft by 25ft
- **BANNER CONDITION:** Banner must be in good condition, if condition is not acceptable the banner will not be displayed.
- **BANNER MATERIAL:** Should be able to withstand the normal and reasonably expected forces of nature for the time the banner is displayed. For example, a minimum of 18oz vinyl material with 1" double sewn hem along top and bottom edges.
- All Banners should be double sided and **MUST** have 4 reinforced corner grommets set approximately 1 inch from the edge with d-rings reinforced with webbing. Grommets every 18 inches along the top and bottom of the banner and at least 8 air slits.

III. BANNER WORDING

In the area below, state exactly what your banner will say.



CITY OF FRAMINGHAM

IV. BANNER DATES & LOCATION

Banners will be displayed Monday to Monday or Friday to Friday for a maximum of two weeks. Please indicate which week you are requesting your banner(s) to be installed.

Concord St

Start Date: _____ End Date: _____

Edgell Rd

Start Date: _____ End Date: _____

Mt. Wayte Ave

Start Date: _____ End Date: _____

Union Ave

Start Date: _____ End Date: _____

V. POLICY & PAYMENT INFORMATION

BANNER DROP OFF:

Banner(s) MUST be delivered to the Capital Projects & Facilities Management office at 10 Nicholas Rd by Twelve noon, three (3) days prior to the installation date.

BANNER PICK UP:

Banner(s) must be picked up from the Capital Projects & Facilities Management office immediately after removal date. If not claimed within (14) days after the removal date, the banner(s) will be discarded.

APPLICATION FEE:

The \$25 application fee must accompany this completed application form. The application fee may be paid by cash, money orders, personal checks and bank checks. Payment by check must be payable to the **City of Framingham**. Application and payment can be mailed to:

City of Framingham
Capital Projects & Facilities Management Department
150 Concord Street, Room 133
Framingham, MA 01702

Or dropped off at our physical location at:

10 Nicholas Rd
Framingham, MA 01701

BANNER PAYMENT:

A fee of \$250 will be charged for the installation and removal of each banner(s). Once the Banner Application has been approved, the applicant must contact Bob Wheeler from B. Welding at 508-429-5585 or bob@bwelding.com with the approved banner dates to set up payment prior to the installation date.

I have received a copy of the Policy on Displaying of Street Banners and Banner Application and agree to the terms and conditions contained therein.

Signature of Applicant

Date



CITY OF FRAMINGHAM

FOR DEPARTMENT USE ONLY

Approved:

FACILITIES MANAGEMENT _____ Date: _____

Application Fee Received: Y N

Check #: _____ Cash: _____ Date: _____