



## **BANNER SPECIFICATIONS**

**For Banners over Park Avenue at Donaldson Avenue**

Rutherford Borough Departments and Rutherford Community Organizations can apply to have a banner installed over Park Avenue at Donaldson Avenue for community events. Banners may be used for the announcement of fundraising and congratulatory messages for local non-profit organizations. Application forms are available in the Department of Public Work's Office, 220 Highland Cross, Rutherford, Clerk's Office, 176 Park Avenue, Rutherford, or via the Borough website.

Applications will be reviewed for timing availability. Please do not have banners made until confirmation of time display has been received. While most banners will be in place for a one (1) week minimum and a two (2) week maximum, the Borough of Rutherford reserves the right to limit the timing of banners installed over Park Avenue as needed.

### **SPECIFICATION OF BANNERS**

- SIZE:** 20' to 30' Wide  
3' High
- GROMMETS:** Must be along the top of banner and at the bottom corners.  
Clips must be attached to the grommets.
- PRINTING:** 3 Lines of printing only. 2 Sided.
- WIND HOLES:** Holes should be cut out midway to allow wind to pass through.
- OTHER FEATURES:** Keep words to a minimum for easier reading by vehicle drivers.  
Reinforced corners should be sewn into the banner.



Date on Avenue: \_\_\_\_\_

(Office Use Only)

## BANNER APPLICATION

For Banners over Park Avenue at Donaldson Avenue

DATE OF APPLICATION: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

EVENT NAME TO BE POSTED ON BANNER: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

REQUESTED DATE FOR DISPLAYING BANNER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Submission of this application does not guarantee that your banner will be accepted. Applicants will be notified once the request has been reviewed for availability.

**PLEASE DO NOT HAVE BANNERS MADE UNTIL AVAILABILITY HAS BEEN CONFIRMED.**

It is the applicant's responsibility to provide the banner to the Borough two (2) days prior to hanging and to retrieve the banner within 15 days after the event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name