

BANNER REQUEST APPLICATION

TODAYS DATE _____

EVENT NAME _____

CONTACT INFO

NAME _____

PHONE _____

EMAIL _____

BILLING ADRESS

NAME _____

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP CODE _____

HANGING DATES (MON-SUN)	\$199.00 Per Week	Alvarado @ Franklin	Alvarado @ Pearl	Calle Principal
PLACEMENT (Check one)				
DATES _____				
# OF WEEKS _____				

PLACEMENT (Check one)				
DATES _____				
# OF WEEKS _____				

PLACEMENT (Check one)				
DATES _____				
# OF WEEKS _____				

NOTES _____

BANNER REQUEST APPLICATION

Banners are hung and removed on Monday mornings except on holiday Mondays. In the event of a holiday, banners will be hung or removed the next business day.

Banners will be accepted at 27 Ryan Ranch Rd, Monterey, between 8:30 a.m. and 3:30 p.m. Please deliver the banner five (5) days prior to the scheduled hang date but no later than 3:30 p.m. on the date noted above.

Banners delivered after the deadline cannot be hung and no refund will be made.

Banners that do not meet fabrication standards cannot be hung and may not be accepted. Please be sure that banners are in good condition with the necessary clips and ropes securely attached. We do not have the ability to store your banner. Banners not picked up within 30 days of removal will be discarded.

The fee is equivalent to an encroachment permit and may be adjusted annually. An invoice will be issued through the City of Monterey Revenue Division. Charges are due and payable upon receipt. Payment shall be received prior to the banner hang date. In the event that you need to cancel, we must receive notice in writing no less than seven (7) days prior to the installation date if you are to receive a refund.

We appreciate your cooperation and wish you the best of success in your program.