

VERTICAL BANNERS IN HOT SPRINGS

The vertical banner poles along Central Avenue can be used by civic and non-profit organizations to announce community-wide events with banners approved by the Parks & Trails Department. Businesses or religious groups cannot use vertical banner poles.

Policies & Procedures:

1. Civic groups and organizations may display up to 20 banners on vertical banner poles. Parks & Trails Dept. will decide the best display sights.
2. Banners must meet the criteria of design quality and propriety in the Historical District. Content must be non-libelous and appropriate for viewing by the general public. The Parks & Trails Dept. has final approval of all messages.
3. The organization is responsible for all production costs. The Parks & Trails Dept. is not responsible for damage to banners while in storage, during installment, removal or display.
4. Request to install banners must be received by the Parks & Trails Dept. no later than four weeks before the event. **The request must be accompanied by \$175.00 installation fee.**
5. The Parks & Trails Dept. will do installation approximately two weeks prior to the event. Removal will be done during the week after the event. ***Banners will not be installed until payment has been received.*** This fee helps to defray installation and removal expenses.
6. The Parks & Trails Dept. will store the banners at a City storage facility unless the organization requests differently. If the organization chooses to store their own banners, they will be responsible for delivery and pick-up at the Parks & Trails Administrative Office located at 111 Opera Street, one week prior to and following installation and removal dates.
7. If more than one organization request to display during the same time period, the first request with payment will be given the reservation.

Specifications for Vertical Banners:

1. Banners may be constructed of #8 Army duck double weave canvas 18 oz. per square yard, banner canvas (Sunbrella), or awning canvas materials. Fabric must be fire retardant. All banners must be printed on both sides. Before purchasing new banners, fabric and design should be approved by Parks & Trails Dept. This will insure durability and fit.
2. The width of the banners must be 28 inches. The length must be 60 inches. The opening of the pole pocket must be at least 3 ½ inches with no excess material left inside pocket. All hems must be double stitched. Pockets must be at both ends and contain no grommet.

Hot Springs Vertical Pole Banner Request

Name of Applicant _____

Title _____ Organization _____

Address _____ City _____ Zip _____

Phone _____ Fax _____

Event Being Advertised _____

Of Banners to Be Placed _____ Dates of Event _____

Requested Date of Banner Installation _____

I have read and understand the conditions regarding vertical banner installation in downtown Hot Springs. I certify that the vertical banners to be installed meet all requirements and specifications as set forth by the Parks and Trails Department. I further understand that the banners will be installed and removed by the Parks and Trails Department for a fee of \$175.00 *which accompanies this request. Installation will be no sooner than two weeks prior to the scheduled event and removal will be during the week after the event. The Parks and Trails Department will not be held responsible for damage to the banners while in storage, during installment, display, or removal.

Signature

Date

Parks and Trails Dept Approval Signature

Date

*If banners do not meet Parks and Trails Department approval, the \$175.00 fee will be returned to the applicant.

Please submit request to:
Hot Springs Parks and Trails Department
111 Opera Street/P.O. Box 700
Hot Springs, AR 71902
ATTN: Anthony Whittington, Director
Phone 501-321-6871 Fax 501-321-6813