

Banner Specifications

If you receive approval for a banner hanging, please be sure you banner meets the specifications we require. See the following page for a diagram. **Banners will be rejected if specifications are not followed. No exceptions.**

1. **Banner Material:** Mesh is preferred due to its lighter weight and flexibility in extreme wind conditions. Canvas and heavy weight reinforced vinyl may be used but wind vents must be included so that the effective projected area does not exceed 32 square feet. The vents allow heavy winds to pass through without exceeding the capabilities of the poles, guys and attachments. No vents are required if the banner is made of mesh.
2. **Area:** The effective projected area (or written area) will not exceed 32 square feet. The banner must have outside dimensions of no more than 20 ft.in length by 3.5ft in height. Smaller banners of no less than 15ft by 3 ft. may be used.
3. **Rope:** BPRW requires a minimum 1/2" nylon or polypropylene to 7/16" nylon or polypropylene rope or a nonconductive material of equal strength. A length of 80 feet at top and bottom of banner is required and it must be sewn into banner. Alternatively, the roped can be securely tied at each corner.
4. **Grommets:** BPRW requires at least 6 grommets be installed at top of banner with hooks or clips in each grommet to be secured on guy wire.
5. **Delivery:** Banner must be delivered no later than the 11th or 26th of the month.
Banners MUST BE CLEARLY LABELED - including event, organization, date to hang and location.

They can be delivered to Banner Arts, 311 Brown Hill West, Starksboro, VT 05487 Attention: Ann Brush, 802-373-1081 or ann@bannerartsvt.com.
OR to Barrett's Tree Service, Inc. 376 Patchen Road So. Burlington, VT 05403. Please call ahead, 802-862-0302

6. **Pick up:** The banners are not returned to the Banner Arts location until two weeks after their removal, they should be picked up there. Or coordinate with Barrett's Tree Service. If a banner is not picked up, it will be disposed of. Arrangements can be made with Banner Arts to store the banner.

NOTE: BPRW will hang two banners per month, on or about the first (1st) and on or about the fifteenth (15th), of each month at each of two designated locations, Main Street and Shelburne Road. Banner hangings may vary depending on weather conditions and contractor equipment and staffing. If the 1st or the 15th falls on a weekend or a holiday the banner will be hung on the next working day. **For questions about specifications, contact Ann Brush, Banner Arts, 802-373-1081 or ann@bannerartsvt.com.**

Banner Owner/Supplier signs here:

Name _____

Date _____

Please return complete forms to:

**Burlington Parks Recreation & Waterfront,
Attention: Diana Wood
645 Pine St., Suite B
Burlington, Vermont 05401
dmwood@burlingtonvt.gov**

Banner Checklist

- ___ Request Form
- ___ Liability Waiver Form
- ___ Certificate of Insurance
- ___ Specification Acknowledgment

Street Banner Specifications

Dimensions: Min size: 15' x 3' up to Max size: 20' x 3.5'

Material: Must be 100% to 50% mesh to allow wind flow

Fasteners: At least 6-8 grommets at top of banner with clips.
80' feet of 1/2" to 7/16" nylon or polypropylene rope sewn into banner top & bottom
OR 35 feet or rope on each side (top and bottom) tied securely to the corners.

