



**CITY OF GENEVA  
CONDITIONS FOR BANNERS  
ON SENECA STREET**

Department of Public Works  
Attn: Jackie LaVoie  
City Hall 3<sup>rd</sup> Floor  
47 Castle Street  
Geneva, NY 14456  
<http://visitgenevany.com/events>  
Office: 315.789.3101

The Seneca Street banner placement is on a first come, first serve basis and fills up quickly. Please plan ahead and contact Jackie LaVoie, DPW, to schedule the desired banner time period.

- Requests will **only** be accepted from organizations within the City of Geneva.
- City personnel will hang and remove banners one time only. This means that if the banner becomes torn/ shredded or in need of repair, the city will remove it permanently.
- Events must be civic or municipally sponsored.
- NO private advertising/ sponsor or their logos shall be displayed.

Allowable information

- Event name
- Date & Times
- Location

Banner spaces will not be shared. For maximum exposure it is recommended you make your banner double sided.

No banner or temporary sign may be displayed for more than a total of two (2) weeks.

Banners must be dropped off to the Engineering Department on the 3<sup>rd</sup> floor of City Hall at least five (5) days prior to the confirmed date the banner will be hung. Likewise, it must be picked up within five (5) days after its scheduled removal. Maintenance & storage charges are at the discretion of the city if this timeline is not followed.

At the time of banner drop off, or prior to, the City must collect the **\$50 banner fee**. If the fee is not paid before the scheduled hanging date the banner is not guaranteed to be hung.

All banners are put up and taken down on Monday mornings. No exceptions except Holidays.

Mandatory Banner Size Requirements:

- 3'6" x 21' (three feet, six inches by twenty-one feet)
- Grommets every 20" (twenty inches) with heavy reinforcing recommended around it

Requested Dates: (Monday) Month: \_\_\_\_\_ Day: \_\_\_\_\_ - Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Organization Represented: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Payment:  Cash  Check #

Date Received: