



City of Ketchum  
City Hall

## Street Banner Request Form

OFFICIAL USE ONLY
Date Received:
By:
No of weeks:
Banner Fee:

EVENT INFORMATION	
Event Name:	
Event Date:	Location: <input type="checkbox"/> Main Street <input type="checkbox"/> Sun Valley Road
Display Date From: (Mon.)	Display Date To: (Sun.)
SPONSOR INFORMATION	
Sponsor Name:	
Mailing Address:	
Phone Number:	Email:
BANNER INFORMATION <i>(must advertise a special civic event recognized as important to the city in general) 17.127.060C</i>	
EXACT WORDING TO APPEAR ON BANNER:	
SUBMITTAL INFORMATION	
Installation fee must accompany this application \$175.00. <i>Banner will not be displayed if payment has not been received.</i>	

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Applicant Acknowledgment (read, check and sign below):

- Banners must be received at Ketchum Street Department, 200 Tenth Street, no later than 3:00 p.m. on the Friday before the installation date. Late banners will not be installed until Tuesday, time permitting, and may be charged an additional \$175.00 fee.
- Banners must be received at Ketchum Street Department in a clearly labeled container with contact name and phone number.
- If Monday is a holiday, banners are installed and removed on Tuesdays.
- The Banner must be constructed in accordance with the specifications approved by the City of Ketchum. Specifications are printed on the reverse side of this application.
- Banners that are not retrieved within 7 days will be disposed of.**

Applicant Signature

Date

City Clerk

Date

## Street Banner Specifications

Banners must advertise only the event name, date(s), and name(s) of the sponsor(s) and/or organizer(s). The name of the sponsor(s) and/or organizer(s) is limited to a maximum of 25% of the space on each side of the banner.

Maximum Size: Standard net banner is 50 inches by 45 feet.

Material: The mesh product shall be a nylon netting with mesh holes being no smaller than 1/8 inch square. Vinyl netting is not acceptable. The netting shall not be covered by more than 30% solid fabric (such as patches). This does not include the lettering which is sewn directly on the netting.

Steel Snaps: They must be metal and sewn into header of net fabric on 12- to 18-inch centers at top and on all corners of the banner. These will attach to the messenger cable.

Corners: All four corners should be reinforced with double stitching (see diagram below).

Rope: 3/8 inch sisal rope sewn into the banner at the top and bottom and extending 2 feet from either side of the banner, both top and bottom.

Message: Letters and logos shall be made out of 200 denier nylon, applied to banner.



## NET BANNER INSTALLATION

Net Banners should be suspended from a 1/4" wire woven cable stretched between two poles. Snap hooks sewed into the heading across the top of the banner should be attached to the cable. Care should be taken to avoid poles with electric transformers or low wires. The cable should be high enough to allow tall trucks, cranes, etc. to pass easily below without coming into contact with the banner. The sisal rope extending from the top corners of the banner should be stretched taut and tied to the poles at the level of the 1/4" wire cable. The sisal rope extending from the bottom corners should be stretched at a 45° angle to the banner and tied to the poles.

**Caution:** Never install or remove net banners in high wind, rain, or during electric storms.