



CITY OF PORTLAND
PUBLIC ASSEMBLY FACILITIES DIVISION
BANNER PERMIT APPLICATION
 212 Canco Rd. • Suite A • Portland • ME • 04103
 (207) 808-5400 x0
clare@portlandmaine.gov



TODAY'S DATE		ORGANIZATION NAME			
ADDRESS (Street/City/State/Zip)					
CONTACT NAME(S)			TITLE(S)		
PHONE		PHONE		PHONE	
EMAIL		EMAIL		EMAIL	

EVENT NAME		SPONSOR(S) APPEARING ON BANNER	
BANNER WORDING			
BANNER LOCATION (Congress St. / Baxter Blvd. / Both)			ACTUAL EVENT DATE
MONDAY START DATE		MONDAY END DATE	

PLEASE READ & INITIAL THE FOLLOWING:		INITIALS
1.	I agree to abide by the Banner Policies & Procedures.	
2.	My insurance company has faxed/emailed proof of insurance to PAFD.	
3.	If banner does not meet specifications, I am not eligible for a refund.	
4.	I have included my payment with application (\$75.00/week).	

MINIMUM \$400,000 LIABILITY INSURANCE CERTIFICATES

All banner locations require listing the City of Portland (389 Congress Street • Portland, ME • 04101) as additional insured. Banners at the Congress Street location must also list A&M Partners, Inc. (120 Exchange Street • Portland, ME • 04101) as additional insured.

PLEASE HAVE YOUR INSURANCE COMPANY EMAIL CERTIFICATE OF INSURANCE: clare@portlandmaine.gov
DESCRIPTION ON CERTIFICATE MUST INCLUDE BANNER LOCATION & HANGING DATES.

BANNER SPECIFICATIONS

- Banner Must Be Double-Sided (printed on both sides).
- Banner Must Measure 3 Feet in Height x 30 Feet in Length.
- Banner Must Be a Minimum 18 oz. Vinyl.
- Banner Must Have 3/8" Center Hole on Metal Grommets.
- Banner Must Have Metal Grommets Every 2 Feet on Top & Bottom Edges.
- Banner Must Have Metal Grommets at All 4 Corners.
- Banner Must Have Wind Slits.

BANNERS THAT DO NOT MEET SPECIFICATIONS MAY BE DENIED AND ARE NOT ELIGIBLE FOR REFUND OF PERMIT FEES.

CREDIT CARD INFORMATION (VISA or MASTERCARD ONLY)

CARD NUMBER					EXPIRATION DATE		
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PLEASE NOTE: A \$3.00 or 2.65% SERVICE FEE (whichever is greater) WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS. IF PAYING BY CHECK, PLEASE MAKE PAYABLE TO "CITY of PORTLAND."

BANNER INSTALLATION CONTRACTOR INFORMATION		PRICE
DAVEY TREE EXPERT COMPANY: 789 Warren Avenue • Portland, ME • 04103 PHONE: (207) 828-0110 / EMAIL: tom.ford@davey.com		\$350.00/BANNER
LUCAS TREE EXPERTS: 636 Riverside Street • Portland, ME • 04103 PHONE: (207) 797-7294 ext. 2101 / EMAIL: info@lucastree.com		\$285.00/BANNER
PLEASE LET US KNOW WHICH CONTRACTOR WILL BE HANGING YOUR BANNER:		
CONTRACTOR	CONTACT NAME	CONTACT #

BANNER APPLICATION POLICIES	
<ol style="list-style-type: none"> 1. Banners are scheduled on a first-come / first-served basis. 2. Permit applications are not accepted without payment in full. 3. A minimum of 60-days' cancellation notice is required for refund. 4. Organization must be non-profit. 5. Banner hang time begins on Monday and ends on Monday (7 days total) and costs \$75.00/week. 6. Maximum hang time for banner is two weeks. 7. Currently, banners are only hung on Congress Street (<i>City Hall</i>) or Baxter Boulevard (<i>Pedro Field/Hannaford's</i>). 8. Organization is responsible for the following: <ul style="list-style-type: none"> ◆ Storage of banner ◆ Updating information on banner ◆ Ensuring banner is damage free (i.e. all grommets are present, no tears, etc.) ◆ Submitting installation payment directly to contractor ◆ Confirmation of banner dates with Contractor & PAFD ◆ Delivery and pick-up of banner to installation contractor 	
Banner requests are NOT confirmed until application, payment & proof of insurance are received. Banner Permit will be issued once all requested information has been received, reviewed and approved.	

FOR OFFICE USE ONLY			
DATE APPLICATION RECEIVED			
DATE INSURANCE RECEIVED			
DATE PAYMENT RECEIVED			
PAYMENT AMOUNT			
CASH	VISA	MC	CHECK #: