



**CITY OF PORTLAND
DEPARTMENT OF RECREATION & FACILITIES MANAGEMENT
BANNER POLICIES & PROCEDURES**

134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
207-756-8275 ~ Fax 207-756-8279

vla@portlandmaine.gov

BANNER APPLICATION POLICIES

1. Organization must be non-profit
 - A. Permit applications **are not accepted** without payment in full.
 - B. A minimum of 60-days notice are required for refund
 - C. Banner hang time begins on Monday and ends on Monday (7 days total)
 - D. Maximum hang time for banner is two weeks
 - E. Banners are only hung on Congress Street (*City Hall*) or Baxter Boulevard (*Pedro Field/Hannaford's*)
 - F. Organization is responsible for the following:
 - ◆ Storage of banner
 - ◆ Updating information on banner
 - ◆ **Ensuring banner is damage fee (i.e. all grommets are present, no tears, etc.)**
 - ◆ Submit installation payment directly to contractor
 - ◆ Confirmation of banner dates with Contractor & Public Services
 - ◆ Delivery and pick-up of banner to installation contractor

BANNER CONTRACTOR INFORMATION

Sponsoring organization is responsible for paying contractor directly.

TiberTaken Tree Care, LLC
50 Dresser Road
Scarborough, ME 04074
207-883-8648 / Cell 207-266-4936
Email - adam@timbertaken.com

Visit their website at <http://www.timbertaken.com/>

\$450.00/BANNER

Lucas Tree
636 Riverside Street
Portland, ME 04103
1-800-339-8873 / Fax 207-797-0752
Email - info@lucastree.com

Visit their website at www.lucastree.com

\$570.00/BANNER

If banner is one-sided, be sure to let contractor know which direction wording should face.

BANNER APPLICATION PROCEDURES

1. If paying by check, please make payable to "City of Portland"
2. If paying by credit card, (Visa / MasterCard) please include credit card number and expiration date on application
3. Please include Insurance Certificate ~ Minimum \$400,000 Liability (must include dates and location of banner)
 - **Congress Street banner must have the following as additional insured listed:**
 - A. City of Portland, Maine, 389 Congress Street, Portland, ME 04101
 - B. A & M Partners, Inc., 120 Exchange Street, Portland, ME 04101
 - **Baxter Boulevard banner must have the following as additional insured listed:**
 - A. City of Portland, Maine, 389 Congress Street, Portland, ME 04101

Please have your insurance company fax the Certificate of Insurance at least 30 days in advance.

3 WAYS TO SUBMIT APPLICATION TO:

EMAIL TO:

Subject: Name of Event
Event Dates
vla@portlandmaine.gov

FAX TO:

ATTN: Banner
Event Name
Event Dates
207-756-8279

MAIL TO:

Portland Recreation Division
ATTN: Banners
134 Congress Street, Suite 2
Portland, ME 04101

BANNER SPECIFICATIONS

- ◆ 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 requests are not confirmed until application, payment and proof of insurance(s) are received.
A banner permit will be sent to you once we have received all requested information.**

Banners are scheduled on a first-come / first-served basis.