

MAIN STREET BANNER GUIDELINES

DOWNTOWN BOZEMAN ASSOCIATION

(406) 586-4008

info@downtownbozeman.org

1. CONTACT INFORMATION.

All non-profit organizations interested in renting wires for display of a Main Street Banner must first contact the Downtown Bozeman Association (the “**DBA**”) via email at info@downtownbozeman.org for eligibility and availability prior to applying for the rental. Please include desired dates with this contact. Banner wires are rented for a two (2) week term, beginning on the Monday of the first week and ending on the Monday of the second week.

2. NON-PROFIT ACTIVITIES.

Banners must promote the mission or activities carried out by the organization. All organizations must be a non-profit organization that is tax-exempt under the Internal Revenue Code; provided, however, that in no event shall the banner (i) promote a political and/or lobbying organization or activity; (ii) promote any organization that engages in for-profit business, or any for-profit or other commercial activity; or (iii) include any logo promoting or relating to the foregoing prohibited organizations or activities. All organizations shall execute the Main Street Rental Agreement (the “**Agreement**”) and comply with these Main Street Banner Guidelines (the “**Guidelines**”). DBA expressly reserves the right to deny any applicant at its sole discretion.

3. SPECIFICATIONS.

3.1. Banners must comply with the following specifications:

- (a) maximum weight of seventy-five (75) pounds;
- (b) maximum length of thirty (30) feet;
- (c) minimum length of twenty (20) feet;
- (d) three (3) foot drop from wire;
- (e) heavy duty scrim (18 oz.) or block-out vinyl (22 oz.) material, with sewn hems and reinforced corners on all four (4) corners with #2 grommets placed 18-24 inches apart along the length of the banner;
- (f) sewn in webbing with D-rings (*optional, unless required by the installer*) and
- (g) wind pockets (*recommended*).

3.2. Each organization is solely responsible for the cost of design coordination, production, installation, and removal of its banner.

4. ADDITIONAL APPLICANT INFORMATION.

Any banner installed at the intersections of Main Street and Willson Avenue may not use Signs of Montana for installation.

5. RENTAL FEE.

The rental fee for banners is \$450. No donation of the rental fee will be provided since all banners selected represent non-profits, and DBA is also a non-profit organization that relies on banner income to fund its activities.

6. RENTAL TERM.

The rental term is two (2) weeks, beginning on the Monday of the first week and ending on the Monday of the second week. Longer or shorter rental times are not permitted. Banners must be removed by 9 a.m. on the last day of the rental term. No banner may be installed until the banner rented in the preceding term has been removed.

7. INSURANCE REQUIREMENTS.

All organizations must carry at least \$1.5 million in the aggregate of general commercial liability insurance. Additionally, each organization must name the DBA, the City of Bozeman, and the State of Montana as additional insured under the foregoing policy.

8. APPLICATION PROCESS.

Organizations must contact the DBA Operations Manager via email info@downtownbozeman.org with proposed rental dates prior to applying. All organizations must complete the online application and must provide an image of the proposed banner, proof of tax-exempt status, and proof of insurance. This is a first-come-first-served program, applying does not guarantee a rental, and DBA reserves the right to reject any application in its sole discretion. Approved organizations must submit final banner designs no later than two (2) business days prior to the commencement of each organization's rental term.

9. SUGGESTED SIGN DESIGNERS AND INSTALLERS.

DBA suggests the following local banner designers and installers for the banners:

- (a) Signs of Montana: 406-586-8326
- (b) ColorWorld: 406-587-4508
- (c) Clean Slate Group: 406-530-9727
- (d) Signs Solutions: 406-585-7446
- (e) SCS Unlimited: 855-727-9727
- (f) Ink Outside the Box: (406) 922-6462

10. CONTACT INFORMATION.

Please email info@downtownbozeman.org or call (406) 586-4008 with any questions relating to the Main Street Banner Program.