



Canada's Tournament Capital

## PROCEDURES FOR DISPLAYING OVERHEAD BANNERS

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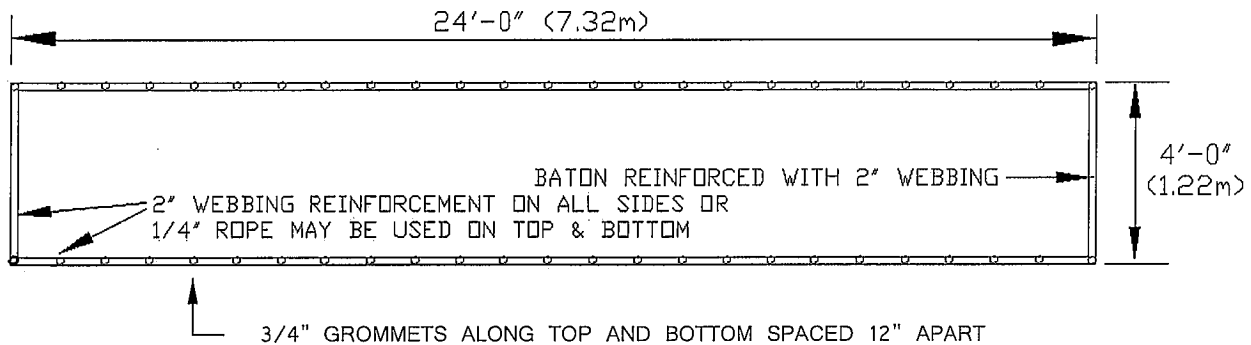
1. The City of Kamloops provides this community service to display banners at no cost to the organization and assumes no liability for loss or damage to the banners while it is either stored or displayed.
2. All banners must be fabricated to City specifications (attached) at the organization's expense.
3. All banners must conform to the following:
  - a) Shall not display any obscene words, language or artwork;
  - b) Shall not promote political parties or points of view, religious points of view, commercial ventures, controversial issues, or other content that contradicts the human rights codes; and
  - c) Any commercial content must not exceed 20% of the total area of the banner.
4. Organizations wishing to reserve space must complete and submit the required written application (attached) to the Safer City Coordinator at least two weeks prior to the installation date. Applications are accepted one year in advance on a first request basis.
5. Reserved time allotted is one week at each location commencing and ending on Tuesdays. Pole locations are at Victoria Street and 3rd Avenue (South Shore) and Tranquille Road and Sydney Avenue (North Shore).
6. The banner must be dropped off at the City's Sign Shop now located at the Public Works Yard on Concordia Way (near the north end of McGill Road) by the Thursday prior to the first booking date. The banner must be picked up from 105 Seymour Street (Engineering Building) within two days following the final display date. The City does not have sufficient room for annual storage of banners.

Jeremy Jones  
Junior Traffic Technician, City of Kamloops  
105 Seymour Street  
Kamloops BC V2C 2C6  
Phone: 250-828-3815      Fax: 250-828-7848  
jdjones@kamloops.ca



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## CITY OF KAMLOOPS SPECIFICATIONS - VINYL BANNERS



1. Banner to be made from flame retardant, vinyl coated 19 ounce polyester.
2. Finished size to be 4 ft. (1.22 m) x 24 ft. (7.32 m) in one piece with no seams.
3. Grommets (3/4" diameter) in all four corners, and every 12" along the top and bottom. **Maximum 1" from edge of banner to centre of grommet.** (Reinforced corners recommended.)
4. Rope (1/4") to be sewn in top and bottom of banner or a 2" webbing border.
5. Batons (1/2" x 1" x 44") to be sewn into the ends of the banner and reinforced with 2" webbing.
6. Banner material is folded double over the rope and the batons are then sewn in.
7. Banner to be painted with gloss vinyl-base ink or similar vinyl paint or vinyl computer cut lettering.

For further information call 250-828-3815.

## City of Kamloops Street Banner Installation Application

Name of Organization or Group: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name and brief description of event being promoted (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Banner location and dates desired:

Tranquille Road at Sydney Avenue  
Week(s) requested (Tuesday - Tuesday): \_\_\_\_\_  
Alternate week(s): \_\_\_\_\_

Victoria Street at 3rd Avenue  
Week(s) requested (Tuesday - Tuesday): \_\_\_\_\_  
Alternate week(s): \_\_\_\_\_

Attach photo or drawing of banner clearly showing all wording and graphics.  
Please note that the banner must meet required specifications and content restrictions as outlined in the City of Kamloops Banner Installation Policy and Specifications (attached).

\_\_\_\_\_

The City of Kamloops reserves the right to reject this application. The City of Kamloops provides this community service to display banners at no cost to the organization and assumes no liability for loss or damage to the banners while they are either stored or displayed.

I have read and agree to abide by the attached City of Kamloops Banner Installation Policy and Specifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications must be received at least two weeks in advance of the installation date. Please submit completed application to:

Jeremy Jones  
City of Kamloops  
105 Seymour Street  
Kamloops BC V2C 2C6

Phone: 250-828-3815 Fax: 250-828-7848  
Email: [jdjones@kamloops.ca](mailto:jdjones@kamloops.ca)