

McMinnville Fire Department and McMinnville Downtown Association

DOWNTOWN BANNER HANGING GUIDELINES AND APPLICATION

General Information: Banners are hung on Wednesday nights at the Volunteer Fire Fighters' discretion. Banners are hung by volunteer firefighters who donate their personal time to assist with the hanging of banners. Therefore, McMinnville Fire Department cannot guarantee that any banner will be hung. Organizations should not count on a banner as their sole form of advertisement for any function.

Steps for Getting a Banner Hung

1. Contact the McMinnville Downtown Association (MDA), 503-472-3605 to reserve banner space. No more than 4 banners will be allowed at one time on 3rd street. Also confirm that your banner meets **all aspects** of the Banner Construction Requirements listed on the other side of this application.
2. For Safety reasons, NO banners will be hung on Hwy 99W. (Adams and Baker)
3. Submit this completed Banner Hanging Application to the McMinnville Downtown Association (MDA), located at the corner of 3rd and Adams Street, or fax to 503-434-1274, at least **15 days in advance** of the preferred hanging date.
4. After the application is approved by the McMinnville Downtown Association (MDA), the applicant needs to deliver the banner along with the approved application to the Fire Department. **The banner needs to have all of the heavy duty double spring snaps placed on each grommet across the top of the banner and in each corner. The banner will not be hung if spring snaps are not attached and in place.**
5. **The Banner must be delivered to the Fire Department at least seven days in advance of the requested hanging date.** Due to holiday lights, the last day to hang banners in any calendar year is the first Wednesday in November. Therefore any banners to be displayed during that week must be received by the Fire Department on the last Wednesday in October. The Fire Department will begin receiving banners again in January, although banners cannot be hung until after the holiday lights have been removed.
6. Banners are to be picked up no longer than seven days after they are removed. Banners not claimed within 30 days of removal will be destroyed.

The banner hanging and removal dates listed on this form are considered as preferred dates. Any banner that promotes a religious event, political or religious viewpoint, an event located outside Yamhill County or an event that is purely commercial in nature will not be hung. The City of McMinnville is not responsible for any damage to the banner caused by wind, theft or vandalism. Correspondence to the McMinnville Volunteer Firefighters can be mailed to 175 NE 1st Street, McMinnville, Oregon 97128.

APPLICATION ON REVERSE SIDE

McMinnville Fire Department and McMinnville Downtown Association

BANNER APPLICATION

***Donations made to McMinnville Volunteer Firefighter Organization for banner hanging will be gladly accepted.**

Agency/Organization _____

Contact Person _____

Phone _____ Event Description _____

Fax _____ Date(s) of Event _____

Message on Banner _____

PREFERRED Hanging Date (Wednesdays only) _____

PREFERRED Removal Date (Wednesdays only) _____ (Banners will only be hung for two weeks)
(Banners must be picked up promptly after their removal date. See Step #6 on back.)

MDA Signature _____

Fire Department Signature _____

FOR OFFICE USE ONLY: APPROVED DISAPPROVED REASON _____

DATE INSTALLED _____ DATE REMOVED _____

Banner Construction Requirements Banners shall be 3'x 20' long. Metal grommets must be installed in double fold edges along the top, every two feet, and in the lower two corners. Double spring snaps shall be placed in each grommet hole in the top and the ends of the banner. **Banners will not be hung without approved grommets and snaps.**

The minimum size clips to be used are the heavy 3" metal spring clip.

