

MEMORANDUM

To: City Staff, Civic Organizations and Non-profit Organizations
From: Jonathan I. Smith, Director, Planning and Building Director
Date: 11/6/2015
Re: City of Fairhope Pole Banner Policy

Fairhope civic organizations and Fairhope not-for-profit organizations are eligible to hang pole banners in the City of Fairhope. The pole banners may be hung as a privilege to Fairhope based organizations that are hosting public and charitable events. Banners are hung by the City of Fairhope Electric Department at no charge to the organization.

Banners shall be double-sided, 36" wide and 86" tall. A rod pocket shall be placed on the top of the banner. The rod pocket shall be **no less than 3" long (to accommodate a 1.5" diameter rod)**. Pockets that are sewn rather than glued in place are preferred. Four grommets shall be evenly placed across the bottom of the banner. Banners shall be dropped off at least one week before the date they need to be hung at the City of Fairhope Warehouse (555 South Section Street).

No more than three banners may be hung per event providing space is available. The City of Fairhope will do their best to accommodate requested locations but does NOT guarantee locations. Banners can be hung two weeks before a scheduled event and may not contain any advertising. The City of Fairhope reserves the right to deny any pole banner request.

Banners must be picked up one week after the event date. Banners left at the City Warehouse are not the responsibility of the City and may be discarded.

Please provide the following information:

Name of Event:

Location of Event:

Date of Event :

Contact information (name, phone number, email address):

Preferred Pole Banner locations (see options below):

- North Greeno Road @ Volanta – 1 Banner
- Corner of Oak Street and N. Section Street – 1 Banner (Art Center)
- North Section @ Oak (Art Center) – 1 Banner
- Fairhope Avenue & South Mobile Street – 1 Banner
- Volanta Avenue and N. Section Street – 1 Banner
- North Greeno Road in front of Ecor Rouge Shopping Center (old Food World) – 2 Banners
- Fairhope Avenue in front of Piggly Wiggly– 1 Banner
- N. Section Street and Main Street – 2 Banners (Flower Clock)
- Morphy Avenue and S. Section Street – 2 Banners
- S. Greeno Road between Morphy Avenue and Nichols Avenue – 1 Banner
- Fairhope Avenue and School Street – 1 Banner
- Magnolia Avenue and N. Section Street – 1 Banner