



**Bishops Corner Neighborhood Association  
Banner Policy  
Updated February 2016**

**Directions:**

- a. Read the policy below.
- b. Email the BCNA at [BishopsCorner@yahoo.com](mailto:BishopsCorner@yahoo.com) to determine availability.
- c. Print and complete the registration form found on the last page of this document.
- d. Mail the registration form and check to: BCNA, 25 Pioneer Drive, West Hartford, CT 06117.
- e. Drop off banner/Pick up banner at appropriate time (see policy for details), Abby Dabby Ice Cream and Treats, 2529-B Albany Ave., West Hartford, CT 06117

**1. Intent:**

The intent of this policy is for the BCNA to provide a location for the display of banners announcing non-commercial public events.

**2. Permitted Location:**

Banners will only be placed at locations designated by the BCNA as approved by the BCNA Board. Currently this location is:

- a. On railing, adjacent to 2529 Albany Ave, West Hartford, CT. The exact location of the banner on the railing may vary. There is no guarantee a banner will be placed at a specific location on the railing.

**3. Prior Approval:**

All banner requests, including complete graphics, must be submitted at least 14 days prior to installation to [BishopsCorner@yahoo.com](mailto:BishopsCorner@yahoo.com). All banner requests must be approved, in writing, by the BCNA Board, prior to banner production. The BCNA board reserves the right to refuse to erect any banner for just cause based on, but not limited to, the following criteria:

- a. Size:
  - i. Banners must generally be 36 inches wide by 24 ft long with grommets every foot (same size as the Town of West Hartford mandates for its banner sites). Banners used in West Hartford Center and on Park Road are acceptable. Other sizes will be considered, please email for more information.
  - ii. If a new banner is needed, organizations shall use Fresh Ink LLC for banners. They are located at 216 Park Rd, West Hartford, CT 06119 Ph: 860-656-7013
  
- b. Construction:
  - i. Organizations can choose between a 13 oz or 18 oz banner weight
  - ii. The grommets at the four corners must be reinforced. These are the stress points and will tear out if not reinforced.
  - iii. At least one wind slot should be cut into every four feet of the banner to reduce wind resistance
  
- c. Wording:
  - i. No advertising or commercial sponsorship will be allowed on the banner.
  
- d. Nature of the event. Banners shall only be permitted for the following types of events:
  - i. Town-sponsored/sanctioned events/programs,
  - ii. Events run by Town-sponsored organizations,
  - or
  - iii. Not for profit or Chamber of Commerce sponsored events/programs as long as the event is not business specific.
  
- e. Banners will be hung and removed by BCNA volunteers only.

**4. Space Availability:**

- a. A Banner will be placed on a first come, first served basis.

**5. Scheduling:**

- a. Banners will generally be hung on the Monday prior to the event and be removed the morning of the next business day after the event.

- i. The BCNA will do its best to hang/remove the banner within the given time frame but is not responsible if the banner is hung or removed slightly early or late.
- ii. Email the BCNA at [bishopscorner@yahoo.com](mailto:bishopscorner@yahoo.com) to check availability and reserve space.
- iii. Approved banners should be dropped off and picked up at Abby Dabby.

## **6. Cost to Hang the Banner**

All organizations are required to use Fresh Ink LLC sign shop for the banner. If a banner is already made, it must conform to the size and construction specifications outlined in this document (section 3).

- a. \$180 to rent the space for 7 days. A 14 day period may be rented, when available for \$270. Make checks payable to “Bishops Corner Neighborhood Association”.
- b. Banners may be removed by edens property management (property owners) or by the BCNA Board for any reason at any time. Neither Edens nor the BCNA are responsible for banners (ie vandalism, weather damage, etc) should they be damaged. This includes time the banner is in storage waiting to be hung or returned to the organization.
- c. Any refunds are at the sole discretion of the BCNA.

## **7. Questions**

- a. Banner requests and any questions should be emailed to [BishopsCorner@yahoo.com](mailto:BishopsCorner@yahoo.com).

(See Form Below)



## BCNA Banner Registration Form

Name of Organization: \_\_\_\_\_

Event Banner will be promoting: \_\_\_\_\_

### Contact Person #1 (Primary Contact)

Name: \_\_\_\_\_

Role in Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contact Person #2

Name: \_\_\_\_\_

Role in Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Banner "Hang Date" Requested: \_\_\_\_\_

I have read the BCNA banner guidelines and will comply with the rules outlined in this document.

\_\_\_\_\_  
Name Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date