

VILLAGE OF HINSDALE BANNER PLACEMENT POLICY

Pursuant to direction of the Board of Trustees, the following guidelines shall apply to requests for placement of banners in Burlington Park and on Village-owned streetlight poles in the central business district (CBD).

- All banners that are displayed in Burlington Park or on Village-owned streetlight poles in the CBD property require written permission of the Village Manager's Office.
- Any banners that are displayed in Burlington Park or on Village-owned streetlight poles in the CBD are to promote a special celebration or event being held in the Hinsdale area that may be of interest to the community and/or activities sponsored by a not-for-profit organization or governmental agency.
- Requests for placement of banners shall be recognized first for recurring annual events for which banners previously have been placed and then for requests in the order (in time) that they are received by the Village.
- All requests submitted to the Village must include a request letter and a completed Banner Reservation Form including graphical representation of the proposed banner. Requests must be received in a timely fashion in order to ensure proper consideration by the Village Manager's Office.
- Only one (1) banner will be permitted in Burlington Park for any single event or for any single organization or affiliated organization at any one time.
- Display on Village-owned street light poles is limited to twelve (12) 2' x 4' banners at any one time.
- The maximum duration for any banner will be two (2) weeks in Burlington Park and three (3) weeks on Village-owned street light poles.
- The number of times that banners will be allowed for any one organization (including any group of affiliated organizations) shall be limited to one per calendar month.
- Banners to be displayed in Burlington Park shall measure 3' x 6' and must be horizontally-oriented. Banners to be placed on Village-owned streetlight poles shall be 2' x 4' and must be vertically-oriented.
- A banner reservation form must be completed in its entirety and an accurate graphical representation of the proposed banner must be attached to the reservation form.
- The Village of Hinsdale reserves the right to decline a banner request based on banner content or failure to adhere to any element of the stated banner policy.

Note: These provisions do not apply to the Village of Hinsdale, which will have priority use of all banner locations for its events.