

The City of Lewes



BANNER DISPLAY RULES & REGULATIONS

- ▶ Persons or groups that wish to display a banner on the poles at the corner of Savannah Road and Shields Elementary School **must complete a registration form and submit to the Lewes City Manager's Office.** Forms can be obtained at Lewes City Hall or on the City's website at www.ci.lewes.de.us.
- ▶ Banners shall be in place for no longer than two (2) weeks unless otherwise agreed upon by the City.
- ▶ No more than two (2) banners will be mounted at one time.
- ▶ **ALL** banners will be raised and lowered by City staff or designated personnel and can be picked up at Lewes City Hall, 114 E. Third Street.
- ▶ City sponsored activities have priority and shall remain as long as deemed appropriate by the City.
- ▶ Banners must be made of heavy gauge vinyl material and be scallop cut to allow for high wind conditions.
- ▶ The preferred size of a banner is a minimum of 2 feet x 6 feet, and a maximum of 4 feet x 12 feet.
- ▶ Banners may have straps on each corner to aid in mounting and centering, but are not required.
- ▶ Banners should contain as few words as possible, seven (7) or less: Who, What, When & Where. Fewer words make it easy for reading with a minimum of distraction.
- ▶ The City of Lewes is not responsible for any damage to any banner.

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CITY OF LEWES

P.O. Box 227
Lewes DE 19958

BANNER DISPLAY REQUEST FORM

Organization

Mailing Address

Contact:

Phone Number:

Email:

EVENT:

Date of Event:

Date- put up banner:

Date- remove banner:

Permission to display a banner is on a first-come first-serve basis determined by the date of receipt.