



CITY OF AZTEC OVER THE STREET BANNER POLICY

It is the policy of the City of Aztec to allow display of over-street banners for a period of up to thirty consecutive days, although shorter display periods may be required due to conflicting event dates (City owned banners excluded). The Community Development Department shall review and authorize all requests for Over the Street Banner Displays, per Aztec Municipal Code Sec. 20-4-7 (7.2). Banners are scheduled for display on a first come, first served basis.

Banners are erected and removed on Monday mornings. Any banner scheduled for display must be brought to the City of Aztec Electric Office at 303 S. Ash Street by 3:00 P.M. at least five (5) working days prior to the date of installation. Initial installation and removal of the banner shall be performed at a nominal charge by the City. In the event of banner material failure, the banner will be removed. If the banner owner wishes to have the banner re-installed, the owner shall first repair the banner to the satisfaction of the City and pay an additional installation and removal fee. No additional display time will result from banner failure. Nor will the overall schedule advance.

Banners **must** be picked up between the hours of 8:00 A.M. and 3:00 P.M. Monday through Friday, within two weeks of removal. Any banner not picked up within this time will be disposed. The City of Aztec will not store or transport private banners.

Banners that do not meet the specifications outlined as follows will not be displayed.

Dimensions: 1. Vertical height – three (3) feet
2. Horizontal length – up to thirty (30) feet

Material: The base banner material shall be nylon netting or nylon reinforced material or sufficient strength to withstand 50 m.p.h. wind forces. Lettering, etc., installed on the banner shall be securely sewn or painted on the base material.

Edge Reinforcement: All banners shall be provided with ¼ inch nylon rope, on all sides sewn into a channel in the banner base material.

Fastening Method: The top and bottom ropes on each banner shall each be ¼ inch nylon rope, 45 feet long and securely reinforced at the banner corners. The top and bottom of the banner must have reinforced eyelets every 12 inches and on the corners.

Wind Relief: The banner shall provide air holes or open mesh equivalent to a minimum of 25% of the banner surface area to allow for passage of air through the banner.

Example: Banner dimension, 30 ft by 3 ft = 90 sq. ft.
 $0.25 \times 90 = 22.5$ sq. ft. of open mesh or air holes.

Installation: Installation of more than one banner at a time (i.e. Back-to-back or side-by-side) will not be permitted.