



## Event Banner Placement Request

Organization Name	<input type="text"/>		
Contact Name	<input type="text"/>		
Daytime Phone Number	<input type="text"/>	Email	<input type="text"/>
Event Date:	<input type="text"/>		
Requested Location			
<input type="checkbox"/> NFA/Chelsea Parade	Comments <input type="text"/>		
<input type="checkbox"/> East Great Plains			
<input type="checkbox"/> Thames Street (RT. 82/32 Intersection)			

Banners must comply with the following guidelines:

- Banners must be for a Norwich based event or agency/business/group, non-religious and not for profit.
- Banners need to be dropped off at our 16 South Golden Street office at least one week prior to being hung.
- Banner duration not to exceed 30 days.
- Construction specifications include:
  - Normal size: 36" x 240" (20')
  - Material: 16oz. vinyl with reinforced hems & grommets
  - Note: grommets every 24"
  - Wind flaps are necessary!
  - If rope is required, it must be 5/16" poly rope.

There is no fee involved to hang your banner. Scheduling is on a first come first serve basis. Due to constraints and the number of requests, NPU may have to minimize the banner duration request. Banners may also be removed due to weather conditions. Special requests will be accommodated whenever possible. NOTE: Banner placement and removal is based on availability of line crew. Required line work and emergency work will take priority over banners. Banners may not always be removed immediately following the date of the event.

For more information, please contact NPU at 860-887-2555 or email [lauradanao@npumail.com](mailto:lauradanao@npumail.com)

Form can be submitted via email, or printed and faxed to 860-823-4145 or mailed to 16 South Golden St., Norwich, CT 06360, ATTN: Laura Danao.

For Internal Use Only

Slot	<input type="text"/>	Date Range	<input type="text"/>	SO #	<input type="text"/>
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