



# NPU Banner Placement Request Form

Organization Name

Contact Name

Organization Address

Daytime Phone  
Number

Email Address

Event Date

Preferred Location (see guideline #4, below):

Banner Description

NFA/Chelsea Parade

East Great Plains

Thames Street (RT. 82/32 Intersection)

Check here if banner is double-sided

**Banner requests must comply with the following guidelines:**

1. Banners must be for a Norwich-based community event, non-religious and not-for-profit.
2. **Banners placement must be reserved in advance using this form.** Banners dropped at our offices without completing this form and receiving confirmation will not be guaranteed placement.
3. Banner placement and removal is based on availability of our line crew. Required line work and emergency work will take priority over banner installation or removal. We cannot guarantee banner will be hung on the exact request date or removed immediately following the date of the event.
4. Requested banner location is not guaranteed but subject to availability.
5. Banner duration cannot exceed 30 days.
6. Banners must be picked up with two weeks after banner is removed. Banners left at NPU will be disposed of - we cannot store banners for future years.
7. Forms are only good for the calendar year in which they are filled out. Dates cannot be reserved for the following year until after January 1st of that year.

**Banners must adhere to the following construction specifications:**

1. Normal size: 36" x 240" (3' x 20')
2. Material: 16 oz. vinyl with reinforced hems and grommets (grommets every 24")
3. Wind flaps are necessary!
4. If rope is required, it must be 5/16" poly rope

NPU provides this service free of charge to support our community. Scheduling is on a first come, first serve basis. Due to constraints and number of requests, NPU may have to minimize banner duration request. Banners may also be removed due to weather conditions.

For more information, contact Jeanne Kurasz at 860-23-4182 or email [jeannekurasz@npumail.com](mailto:jeannekurasz@npumail.com). Forms can be submitted via email, or printed and faxed to 860-823-4172 or mailed to NPU, 16 S. Golden Street, Norwich, CT 06360 Attn: J. Kurasz.

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For internal use only:

SO#

Slot

Date Range

Date request received:

Banner received on:

Banner picked up: