

CITY OF ASPEN
FLAGS AND BANNERS ALONG MAIN STREET
AND THE DOWNTOWN CORE

The City of Aspen provides space to hang banners and flags on the Main Street and in the downtown core on Light Posts with the intent of celebrating significant anniversaries of local non-profit organizations beginning at the 10th year anniversary and for prominent local, regional, national, and international events. Banner and flag applicants shall be handled on a first come, first serve basis. Applicants may be asked to alternate light posts with other organizations. The City reserves the right to prioritize City sponsored events over other applicants.

The City Manager's office will facilitate the hanging of banners and flags on light posts in accordance with Municipal Code 26.510.030 (B)(3), which states "any such temporary sign which extends over or onto a public right-of-way shall be erected and maintained in such a manner as to not interfere with or obstruct access, activity, or vision along any such public right-of-way and shall be subject to the written approval of the City Manager."

Applicants are required to submit an application to the City Manager's office showing the dimensions, design and colors of the proposed banners or flags at least three (3) months prior to the event.

The following criteria and procedures shall apply to all requests for banner and flag placement on light posts:

1. The applicant shall be required to submit an application to the City Manager's office showing the dimensions, design and colors of the proposed banners or flags at least three (3) months prior to the event.
2. Commercial advertising may not take up more than 30% of the total banner and/or flag area.
3. Political advertising on or located in the public right-of-way on public property (even by a non-profit organization) is prohibited per the Aspen Municipal Code 26.510.120 © (3)(b)(2).
4. All proposed banners should meet the City's specifications for size, mounting and material. Banners shall be 2' in width by 4' in height to be compatible with the mounting system on the light posts. Flags must be mounted on a pole that is 6' long and 1" in diameter. Banners and flags must be made of nylon, plastic or similar durable material. Paper is not allowed.
5. An installation fee of \$17 per flag and/or banner shall be charged. There are a total of thirty (30) light posts on Main Street and in the downtown core with brackets for mounting banners and flags.

6. The display of banners and flags on the Main Street light posts shall not exceed fourteen (14) days or the duration of the event, whichever is less. Banner and flag approvals are not guaranteed and will only be hung upon availability of the Electric and/or Parks Department staff. The length of time that a banner is to be hung is not guaranteed, and may be shortened at the discretion of the City.
7. Banners shall be delivered to the Electric Department at 219 Puppy Smith Street on Fridays at least two weeks prior to their installation. Flags shall be delivered to the Parks Department at 585 Cemetery Lane two (2) weeks prior to the event.
8. A late fee of \$100 will be imposed if banners/flags are not delivered on time. Late banners and flags will be hung based on availability of City of Aspen staff.
9. Banners and flags must be picked up within three (3) days after the display period. The City of Aspen assumes no responsibility for and may discard banners left over 3 days.

CITY OF ASPEN
LIGHT POLE and/or FLAG BANNER APPLICATION

Name of Organization: _____

Address: _____

Contact Person: _____ Contact Phone No.: _____

Email address (required): _____

501c3 Non-Profit Number (required): _____

Dates requesting banner to be displayed (Monday to Sunday):

FROM: _____ TO: _____

Indicate Light Pole Banner or Flag: _____

Signature of responsible party indicating you have read the City of Aspen Banner Policy & Procedures:

In the area below, state exactly what your banner will say. For your benefit, note that banners seem to be most effective visually when kept simple, i.e. event, date, organization or logo:

The fee to hang light pole banners or flags is \$510. The check must accompany the application in order to be considered.

Banners should be delivered directly to the City's Electric Department, 219 Puppy Smith Road, two weeks prior to the Monday hang date. Any banners/flags not delivered two weeks to prior to the hang date is subject to an additional \$100 hang fee or the possible loss of the reserved banner space.

Please pick up banners from the Electric Dept. within 7 days after after they come down. The City of Aspen assumes no responsibility for banners, and banners left more than 30 days may be discarded.

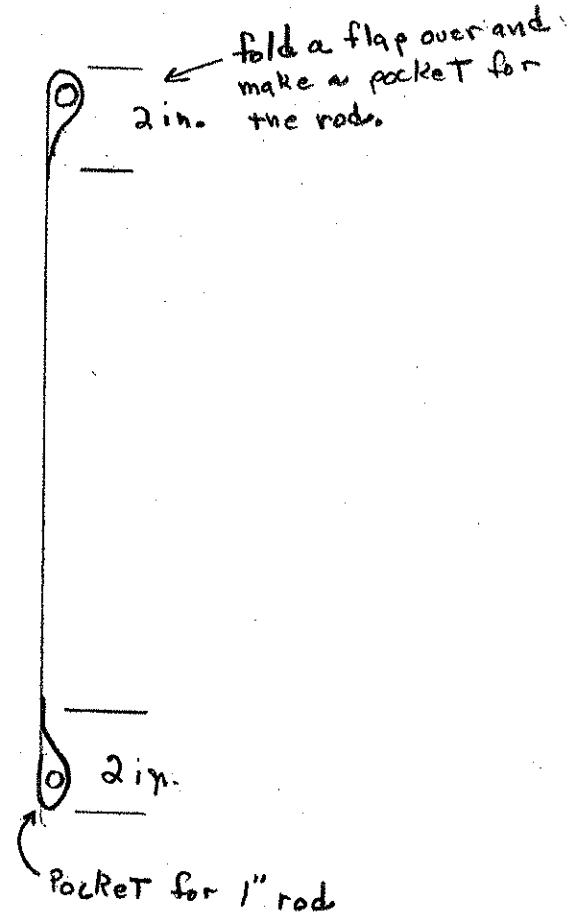
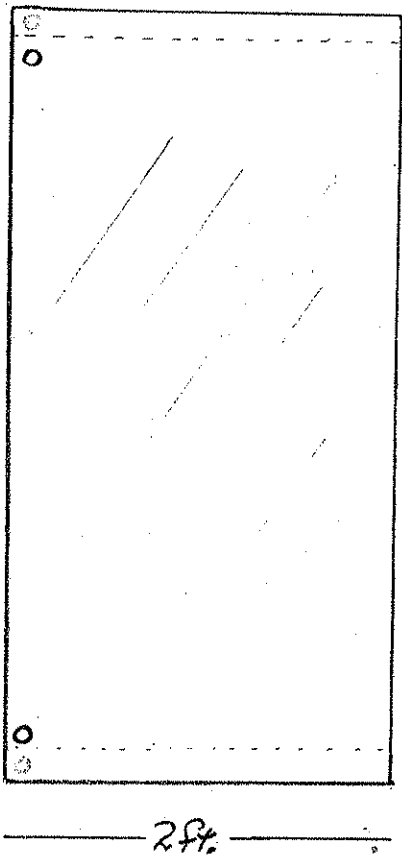
If you have any questions, please call the City Manager's assistant at 920-5212. Please return this form with payment at least 30 days prior to hang date to: City Manager's office, Aspen City Hall, 130 S. Galena St., Aspen, CO 81611-1975.

City Manager's office approval signature & date: _____

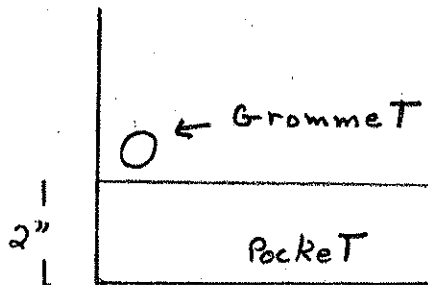
Updated 7/6/2000 G:misc/bannerapplication

Pole Banner

Single or Double sided



O = Grommet



PLEASE READ – Beginning in 2015

Due to multiple complaints, City Council has directed staff to review the qualifications for hanging banners and flags in town and along Main Street. After completing the review, we discovered there were many applications approved that did not meet the criteria. We will carefully review all applications submitted from now on to ensure compliance. The application review process may take up to two weeks to complete. After staff review, it will go to the City Manager or Assistant City Manager(s) for final review.

To be eligible, the Code states “Banners hung from the Main Street light posts shall be permitted for anniversaries of local nonprofit organizations beginning at the organization's tenth (10th) year and for events that are considered relevant to a large segment of the local community (e.g. Food & Wine or Pro Challenge Bike Race). The United States, Colorado, Aspen or foreign country flags shall be permitted at the discretion of the City Manager.” We define significant anniversaries to be every 5th year after the 10th anniversary.

Duration for the banner/flags to hang is “fourteen (14) days or the duration of the event, whichever is less.” An approved application does not mean the banners/flags will hang for 14 days.

Light Pole Banners must be delivered to the Electric department two weeks prior to the scheduled hang date.

Light Pole Flags must be delivered to the Parks department two weeks before the scheduled hang date.

Applications must be submitted 3 months in advance in order to be considered.