



Temporary Banner Application and Guidelines

Office of Economic Development
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PROCESS FOR INSTALLATION AND REMOVAL OF TEMPORARY BANNERS

PURPOSE

In order to communicate information regarding public events, events at public facilities or City information of general interest to the community, the City of San Jose has established the temporary banner program, to hang vertical banners on City light poles in the public right of way.

PROCESS

The following is the process for the use of temporary banners in the City of San Jose.

1. **Applicants** submit a completed application (including required attachments) to the Office of Economic Development (**OED**), at least ninety (90) days prior to the requested installation date. Applications received less than 90 days prior to the requested installation date are subject to the City's ability to facilitate the request.
2. **OED** will review the application and coordinate the request with the Department of Transportation (**DOT**).
3. Up to 90 days prior to installation date, all applications will be reviewed and, in most cases, approved on a first come, first served basis. However, if multiple applications request that banners be installed at the same location during the same time frame, **OED** will make final approval based on any or all of the following circumstances: number of applications requesting to hang banners, number of banner locations requested by each **Applicants**, banner installation history and proximity of banners to event site or venue. The overall goal is to make reasonable accommodations that are in the best interest of all **Applicants**.
4. Banner **Applicants** may apply for banner locations up to 1 year prior to their event or installation date. **Applicants** that have installed banners the previous year may apply up to 2 years prior to their event or installation date.
5. **Applicant** must submit banner art work and receive approval by **OED** prior to having banners produced.
6. **DOT** personnel install and remove banners at a cost of **\$68** each. For safety reasons, **DOT** crews cannot install or remove banners during inclement or hazardous weather conditions.
7. **OED** will notify **Applicant** of approval or denial of their application. Prior to the installation, a banner authorization letter, including cost, approved location(s), installation and removal dates will be sent to the **Applicant**. **Applicant** shall sign and return letter to **OED** prior to the start of the installation.

PROCESS FOR INSTALLATION AND
REMOVAL OF TEMPORARY BANNERS (Continued)

8. **Applicant** is required to deliver approved banners to:
City's South Yard
Attn: Joseph Sotelo
4420 Monterey Road, Building 100
San Jose, CA 95111-3720
9. Banner must conform to the required size and hem depth in order to be installed, 8' x 2.5' (96" x 30") including 7 inch pockets top and bottom of each banner
10. After removal, **Applicant** is required to pick up the banners at the City's South Yard. The City does not have the ability to store banners for any extended time.
11. The City is not responsible for storing privately owned materials, such as banners, nor for the security of installed banners, and will not be responsible for damaged, lost, missing or stolen banners while in the City's procession.
12. After the banners have been removed, **DOT** will send an invoice for services to **Applicant**. The invoice will be sent to the address listed on the application unless otherwise noted by the **Applicant**. **Applicant** has up to 30 days from date of invoice to submit payment. Late fee penalties will be levied by Department of Finance when **Applicant** does not pay the invoice within 30 days of invoice.
13. Banners must be delivered to the City's South Yard in reusable container(s) if more than 10 banners are to be displayed.
14. Banners not received in accordance with these provisions will most likely cause a delay of the banner installation process. Banners cannot be hung unless all conditions are met prior to installation.

At any time, there may be banner sites that are not available because of construction, missing hardware, accident, maintenance or other reasons.

GENERAL GUIDELINES FOR TEMPORARY BANNERS

TYPE OF BANNER

- VERTICAL BANNERS
2.5' width x 8' height total length (including 7 inch pockets)
(see banner schematic)
7 inch deep pockets on each end of banner (necessary to fit the City of San Jose's decorative sidearms)
Banner must be made of durable cloth, canvas, nylon or vinyl

TYPE OF EVENT

- Political, Private or Commercial Advertising are not allowed
- Banners must be City endorsed, or be an Activity of general interest to the public

BANNER INSTALLATION

- Banners are hung only on City light poles outfitted with banner sidearms
- The number and location of banners to be approved by **OED**
- Only **DOT** staff is permitted to install banners on City light poles
- There are approximately 400 locations available within the downtown core and an additional 250 locations outside of downtown, typically on major streets
- Banners are installed or removed during light traffic and fair weather conditions
- **DOT** installation or removal dates can vary

PERMIT / INSURANCE REQUIREMENTS

- City will issue a letter to **Applicant** permitting the installation of the banners
- **Applicants** are not required to submit insurance to the City

TIME OF INSTALLATION

- Banners can be installed 14 days prior to activity and remain up through activity
- Banners must be temporary (less than 30 days [depending on length of activity])
- For each 100 banners installed, the City requires 1 additional week installation lead time
- Banners are typically removed following event, without delay
- **DOT** reserves the right to install, inspect, repair, modify and remove banners on an overtime basis, **Applicant** may be responsible those costs
- Christmas banners cannot be installed until after Thanksgiving Day

COST / BILLINGS

- Cost to install and remove each banner is **\$68**
- City invoices Applicants approximately 30 days after banners are removed
- Payment is due within 30 days from date of invoice

GUIDELINES FOR IDENTIFYING EVENT ORGANIZERS AND EVENT SPONSORS ON TEMPORARY BANNERS

BANNER SPONSORSHIP

Event organizers, event sponsors and banner sponsors may be identified on public information banners approved by **OED** for installation in the public right-of-way as set forth in these Guidelines. For purposes of these Guidelines:

- An “event organizer” is a person or organization designated as the “event organizer” for a particular event;
- An “event sponsor” is a person or organization designated as an official event sponsor by the event organizer; and
- A “banner sponsor” is a person or organization designated by the event organizer as having paid for, or substantially contributed to, the cost of supplying the banners for the event.

An event organizer, an event sponsor or a banner sponsor may be named on a public information banner under the following circumstances:

1. The name is necessary to identify the event, e.g., the name of the organization or sponsor is part of the name of the event (Mercury News 10K), or, in the case of a performance event, the organizer or sponsor is the performing entity (Swan Lake performed by Ballet San Jose).
2. Either (a) one event organizer logo (no larger than 36 square inches) or (b) the name of the event organizer (in letters up to three inches in height) may be included on the banner. The logo must be the event organizer’s official organization logo (e.g., official corporate logo), not simply a graphic related to the organization or its products.
3. Additionally, each banner may also identify the logo(s) or name(s) a maximum of three (3) different event sponsors and/or banner sponsors, subject to the size limitations in Subsection 2 above. If there are multiple event sponsors and/or banner sponsors, each sponsor can be identified on banners as long as only a maximum of three (3) sponsors are identified on each banner.

Moreover, if an event was titled “SAP Open Sponsored by AT&T,” the banners could only include “SAP Open” as the event name, because “Sponsored by AT&T” is not necessary to identify the event. If desired, AT&T could be considered an event sponsor and be identified on the banner as outlined in Subsection 3.

Except for the straightforward identification set forth in the above Guidelines, banners may not otherwise reflect event organizers, event sponsors or banner sponsors.

The banner design may not include advertising themes or graphics related to the organizer or to a sponsor.



TEMPORARY BANNER APPLICATION

I. APPLICANT INFORMATION

APPLICANT ORGANIZATION:	_____
BILLING ADDRESS:	_____ ZIP CODE: _____
CONTACT PERSON:	_____
PHONE:	_____
E-MAIL:	_____ WEB SITE: _____
EVENT NAME:	_____ EVENT DATE(S): _____
REQUEST INSTALLATION DATE:	_____ DATE REMOVED: _____
NUMBER OF VERTICAL BANNERS TO BE INSTALLED:	_____
BANNER MESSAGE:	_____

II. REQUIRED ATTACHMENTS

BANNER LOCATION SITE MAP	<input type="checkbox"/>
BANNER DESIGN, COLORS, WORDING AND DIMENSIONS	<input type="checkbox"/>

III. ACKNOWLEDGMENT

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED THE BANNER GUIDELINES LITERATURE.

I CERTIFY THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Date _____

FOR OFFICE USE ONLY

APPLICATION APPROVED <input type="checkbox"/>	APPLICATION DENIED <input type="checkbox"/>	BY _____
DATE _____	ESTIMATED COST _____	NUMBER APPROVED _____

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