



Town of Wolfville
Street Banner Protocol

Application

- (i) All applications for street banner placement should be made to:

Town of Wolfville Public Works Department
359 Main Street
Wolfville, NS B4P 1A1
Telephone: 902-542-5767 Fax: 902-542-3815
Email: kouterleys@wolfville.ca

Please be aware: Banners once taken down will be held at Public Works for one week. At which time we ask that banners are picked up. (The Town can no longer store banners)

- (ii) Banners and inserts shall be limited to special events for ***not-for profit organizations***, educational institutions will be considered not-for-profit, and shall exclude banners for political parties when used for election campaign advertising purposes.
- (iii) Banners shall be limited to the name of the event, date, time, location and sponsor.
- (iv) All banners must be delivered to the Town's Public Works Department at **200 Dykeland Street** at least 7 working days before required installation.
- (v) All banners hung over Town streets and inserts shall be installed by the Town's Public Works Department. ***The Town is not held responsible for banners damaged during high winds or severe weather.***
- (vii) Banners shall be allowed to hang for a period of 14 days, renewable for a period of 14 days if there are no other requests for the location for a total of 28 days, then may not be renewed for a period of 90 days.
- (viii) All banners are hung at no charge, on a first come, first serve basis, however reservations shall be accepted.
- (ix) The Town reserves the right to refuse any application which it deems as inappropriate.

Banner Requirements

Approval may be granted for a street banner subject to the following requirements:

- (i) Banners shall be made from a suitable canvas, netting mesh, or other material strong enough to withstand the stresses put on it. Banners shall be reinforced and double stitched in all four (4) corners. The reinforced area shall be a minimum of 8" square.
- (ii) All banners shall have at least one (1) air vent hole for every 24" of length. These holes shall be a minimum of 4" in diameter unless the banner is constructed from a netting mesh material.
- (iii) All banners must have a provision for support, D-rings from all four (4) corners.



- (iv) Street width for banner locations is limited to 25' and are 4'top to bottom
- (v) Any banner not meeting specifications will not be installed
- (vi) Banners that become unsafe will be removed.
- (vi) Banners will be installed and removed on the dates requested when possible. **The Town reserves the right to vary the dates to accommodate operational priorities.**

Banner Locations

Street banners shall be limited to the following locations along Main Street between Highland Avenue and University Avenue:

- (i) In front of Alumni Hall on Main Street
- (ii) In front of Acadia Gym on Main Street

Entrance Sign Insert

For those applicants that would like to use the insert on the Welcome to Wolfville Sign:

- (i) the dimensions for the welcome inserts are: 120" x 14.75"
- (ii) insert thickness should be 3/16" or 3mm PVC, anything thinner and the insert gets blown out of the holder.

Street Banner Application

1) Location of Banner

_____ In front of Alumni Hall on Main Street

_____ In front of Acadia Gym on Main Street

_____ Welcome Sign Insert

2) Organization/Group

3) Contact Person

4) Contact Phone Number

5) Mailing Address

6) Date to be Installed

7) Date to be Removed

8) Banner Message or Comments:

9) Banner Picked Up: Date:

Banner Picked Up By:

Once banner is picked up please let Karen know at 902-542-5767 or email: kouterleys@wolfville.ca
