



## SPECIAL EVENT APPLICATION SIGNAGE AND BANNERS

Plaza Services Department  
455 Mountain Village Blvd.  
Mountain Village, CO 81435  
(970) 369-8235

### TEMPORARY EVENT SIGNAGE AND BANNERS

Location and design of all temporary event banners and signage must be approved prior to installation. Before having banners fabricated, please contact the Plaza Services Department for specs, size and placement approval; final design must be approved. Additional time may be needed if staff requires the banner or signage to be re-designed. Please plan ahead with adequate time for the approval process.

Listed below are the two primary areas that banners are displayed in Mountain Village. Alternate locations will be considered if the design and location are appropriate; please contact us to discuss.

#### HERITAGE PLAZA (suspended over The Beach)

**Banner Size & Specs:** Banners shall be no longer than 30ft. in length and must be exactly 3 ft. in height.

**Banner Fabrication:** All banners made for this location must be made of mesh or have wind flaps, and have reinforced corners and edges with reinforced grommets placed at 2-3 ft. intervals around the perimeter of the banner.

**Installation:** Please call Plaza Services at 729-3458 at least one day in advance of the date you are requesting the banner to be installed to schedule drop off and installation.

#### VILLAGE BY-PASS BRIDGE (hanging above Mountain Village Boulevard)

**Banner Size & Specs:** Banners shall be no longer than 20ft. in length and must be exactly 3 ft. in height. There is no need for banners to be double-sided at this location.

**Banner Fabrication:** All banners made for this location must have reinforced corners and edges with reinforced grommets placed at 2-3 ft. intervals around the perimeter of the banner.

**Installation:** Please call Plaza Services at 729-3458 at least one day in advance of the date you are requesting the banner to be installed to schedule drop off and installation.

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Are you planning to use temporary signage for your event?

[please select one]                      Yes/No

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If yes, please describe your temporary signage and proposed locations:

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Date of banner use:

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Banner location(s):

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Date of installation:

Date of removal:

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Banner/Signage description:

[please include color, size, and material]