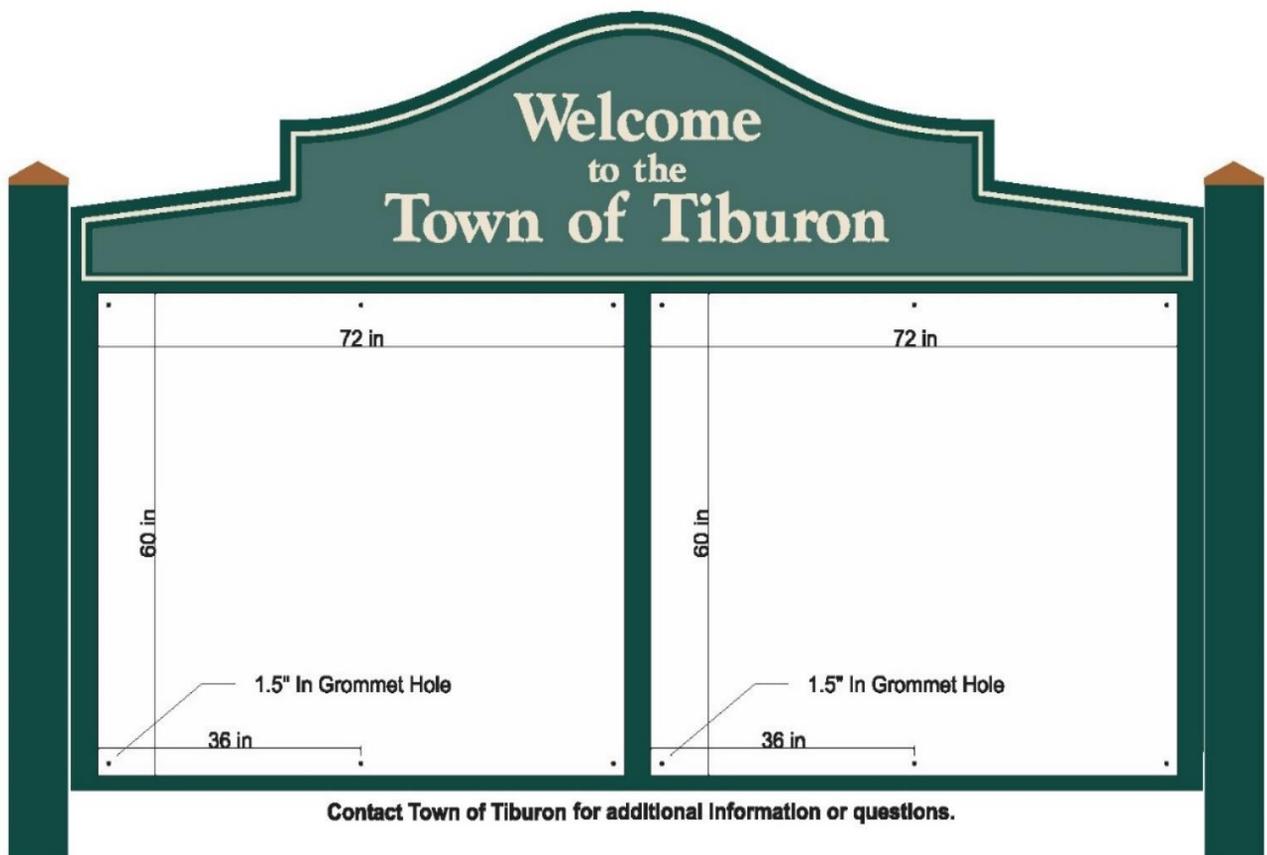


## BANNER INSTRUCTIONS

1. **Application Form:** A completed Application Form ([here](#)) must be submitted either in person at the Town of Tiburon, via email to [mmiller@townoftiburon.org](mailto:mmiller@townoftiburon.org), or [online](#), and will be processed on a first come, first served basis. The Town has the discretion to approve, approve with modifications, or deny your permit application.
2. **Payment:** Fee of \$25.00 per banner per posting will be invoiced upon approval of the banner application. A consecutive two-week posting in one location counts as one posting. Payment may be made by check or cash; credit cards are accepted in person at the Town of Tiburon, and a 3% fee will be applied.
3. **Production Requirements:** Banners must be fabricated on outdoor, weather-proof vinyl with hemmed edges (sewn or hem tape) with six #2 (3/8" hole) grommets placed 1.5" in from corners and center. Banners will be installed via existing well nuts on the sign.
4. **Design Requirements:** Banners should contain the following characteristics: event name, location, date & time, purpose, contact information, sponsoring organization (maximum of two), optional graphic images. Type must be at least 3" high, clearly legible, and have a high contrast between background and text.



5. **Banner Drop-Off:** All applicants are responsible for dropping off banners at the Public Works Corporation Yard, 199 Kleinert Way (behind Reed Elementary School) on the Friday afternoon prior to posting and picking up the banner on the Monday afternoon following its removal. The Public Works Corporation Yard phone number is 415-435-7399. The Public Works Department is not responsible for banner storage. All applicants are required to pick up their banner on the following Monday afternoon (Tuesday if Monday is a holiday).