

# Lamppost Banner Service Application



Updated 4-25-14

**INSTRUCTIONS:** Please review program guidelines before completing application. Applicant is responsible for banner fabrication and delivery. For assistance, please contact Katherine Gregor, Street Banner Program Manager, [Katherine.Gregor@austintexas.org](mailto:Katherine.Gregor@austintexas.org).

Mail check with application payable to “City of Austin – Transportation Department” to Austin Transportation Dept., PO Box 1088, Austin, TX 78767 Attn: Crystal Torres. Questions? Call: 512-974-7080

**\*\*\* PAYMENT POLICY \*\*\*** Deposit and completed application must be received before a reservation can be made. **Payment in full is due within 30 days, or 15 days prior to the installation date, whichever falls earlier.**

## Customer Information

Organization Name:		Non-Profit Status: Y / N
Mailing Address:		
City:	State:	Zip Code:
Contact Person:		Phone:
Email:		Alternate Phone:
Name of Event/Topic:		Date of Event:
Banner Text:  <i>Message must be non-commercial. Sponsor logos are allowed.</i>		

**Locations** | Please see online maps of Lamppost Banner Districts at [atxbanners.org](http://atxbanners.org). **Minimum order: 4 banners.**

Please indicate number of banners requested in each district. City staff will determine the individual lampposts to be reserved, if no specific request is received. The City reserves the right to substitute lampposts within the same district.

District – Lamppost Banners	Banner Lampposts	# Banners Requested
City Hall	10	
Congress Ave.	50	
Convention Center	24	
E. Sixth Street	26	
E. Cesar Chavez St.	5	
Second Street	12	
First Street Bridge	18	
Congress Ave. Bridge	12	
Guadalupe Street	18	
Lavaca Street	20	
N. Guadalupe (The Drag)	20	
E. Eleventh Street	10	
<b>TOTAL</b>	<b>225</b>	

Internal Use	Payment Rcvd:	District Available:	Reservation Booked:	Installation Scheduled:
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**Dates** | Please provide an optimal installation date, and a range of alternate dates. Banners typically remain on display for two weeks. Banners must be **delivered 5 business days prior** to installation date to 400 Jessie Street, 78704.

<b>Requested Installation Date:</b>	Removal Date:
	Will pick up banners (within 7 days): Y / N City may recycle/repurpose or dispose of banners: Y / N
Alternate Installation Date(s):	

**Fees & Payment** | Fees cover a permit for use of City lampposts and right-of way as well as installation and take-down services. Deposit or Total Fee Due must be received before a reservation can be made.

**By Mail:** Please include a check payable to “City of Austin – Transportation Department” for the **\$1000** deposit (or the total due). Mail to: Austin Transportation Dept., PO Box 1088, Austin, TX 78767 Attn: Crystal Torres

**In Person:** To make arrangements, contact [Crystal.Torres@austintexas.gov](mailto:Crystal.Torres@austintexas.gov), 512-974-4080.

<b>ORDER REQUEST</b>		<b>Check Included</b>
<b>Total Number of Banners</b>		
<b>Fee per banner</b>	X \$250.00	
<b>Total Fee Due</b>	\$	Y / N
<b>Deposit</b> (applied to fees due)	<b>\$1000.00</b>	Y / N
<b>Balance Due</b> (less deposit)	\$	

Customers will be invoiced by City of Austin for balance due.

Please note: Deposit and completed application must be received before a reservation can be made. **Payment in full is due within 30 days, or 15 days prior to the installation date, whichever falls earlier.**

*Please note: Banner graphic must be submitted for review prior to fabrication, at least 30 days prior to installation date.*

**How did you learn about Lamppost Banners and the Banner Program?** (Please check all that apply)

Used banners in the past: \_\_\_ Referred by another customer: \_\_\_  
 Saw banners on the street: \_\_\_ City website: \_\_\_ Called 3-1-1: \_\_\_  
 Other: \_\_\_\_\_

By signing this application, I certify I have read and understand the City’s **Street Banner Program Guidelines**, and I agree to be bound by them. I understand that banner service is subject to availability on a first-come, first-served basis.

\_\_\_\_\_  
**Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**