



## City of Belleville

Shelly Schaefer, City Clerk  
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### **EAST MAIN STREET BANNER SPECIFICATIONS**

#### **Maximum Size:**

- 32 inches x 36 feet - 1/16 inch **OPEN MESH REQUIRED**
- PVC banner
- Inkjet printing

#### **Minimum Size:**

- 32 inches x 20 feet - 1/16 inch **OPEN MESH REQUIRED**
- PVC banner
- Inkjet printing

#### **Grommets:**

- 2 feet on center
- Top and bottom of banner with "D" rings provided
- 5/16 inch snap hooks
- one snap hook per each "D" ring/eyelet

#### **Rope/Strap Attachments:**

- 1 inch nylon strap or 3/8 inch rope
- Top and bottom of each side of the banner
- Total of 75 feet of rope/straps

#### **Display Times:**

- **No more than 2 weeks prior to the event date**

#### **Display Condition:**

- Each banner shall be clean, tear free and not faded for presentation

#### **Display Content:**

- **The City of Belleville reserves the right to, not display any banner if in its opinion the content is inappropriate or offensive to anyone or group. Only events held in Belleville, open to the general public and sponsored by Civic or Not-For-Profit Organizations will be displayed.**

#### **Contact Person:**

- Sponsoring groups must fill out an application with the City Clerk's Office for City Council approval 45 days prior to the event.

#### **Liability:**

- **The City of Belleville assumes no responsibility for any damage to said banner during installation, displaying or removal process.**

**Delivery/Pickup of Banner:**

- Banner should be dropped off at the City's Clerk's Office at least five (5) working days before the installation date. The banner must be picked-up no later than five working days of its removal at Belleville City Hall, City Clerk's Office and stored by sponsoring agency.

**Cost:**

- Currently no charge

**Possible Sources of Open Mesh Banners:**

- Bannerscapes (713) 661-9222 or 1-800-344-3524
- Paddock Industries, Inc, Smithton 1-800-458-3546
- Sikorski Signs, Belleville (618) 235-0200

**Banner Ordinance for Reference:**

**§ 158.110 SIGNS ACROSS STREETS.**

(A) No person shall place any sign, advertisement or banner across any street or alley in the city without first having obtained permission from the City Council.

(B) A majority vote of the City Council shall be required to grant permission to place any sign, advertisement or banner over or across any street or alley in the city.

(C) No such sign, advertisement or banner shall be permitted to remain over or across any street or alley in the city for a period of longer than 16 days; and any such sign, advertisement or banner giving notice of an event will be removed within 48 hours after the taking place of that event.

(1960 Code, § 40-6-1) (Ord. 3231, passed 6-4-1974) Penalty, see § [158.999](#)