Guidelines & Permit Application

Vancouver’s Downtown Association
811 Main Street
Vancouver, WA 98660
vdausa.org
(360) 258-1129  admin@vdausa.org
The purpose of the Vancouver’s Downtown Association (VDA) downtown banner program is to give nonprofit groups and community organizations an opportunity to promote their events & activities. A permit is required for banner installation and placement is coordinated through the VDA office.* Banners may not be installed without a permit.

Since banner installations are granted on a first come, first serve basis, requests for banner locations are advised to be made at least two (2) months in advance. Requests can be made up to 12 months in advance.

**Banner installations are limited to 30 days unless approved for a longer period as part of the permit application process. Installations and removal must be completed by a VDA-approved subcontractor or vendor.**

Banners will be allowed for events/activities that meet the following criteria:

- Have a direct and substantial civic benefit
- Be available to all citizens (as spectators or participants)
- Benefit locally-based nonprofit or community organizations
- Be of interest to many citizens, and be appropriate for display on city-owned street light poles
- Contain no political, religious, or commercial content, message or solicitation
- Preference may be provided for events that promote the greater downtown area
- Occasionally, permits may be granted for promoting certain business districts. A profit-making organization(s) may be listed as sponsor(s) for a non-profit organization’s event or activity.

*Street light banners in the East Mill Plain and Andresen Road areas require permits issued by the City of Vancouver. For more information on permits in these areas, please call (360) 487-8600.

VDA prefers to use Vancouver Sign Group for installation as the company is contracted to remove and replace the current Downtown Vancouver banners. However, alternate installation companies will be considered as part of the application process.
Banner Specifications

To minimize damage to the street light poles, and avoid other potential problems, banners must be installed according to these specifications:

- Each banner measures 29” to 30” wide by 84” long (please note these are finished lengths).
- Each banner must fit on existing mounting hardware on designated street light poles. The hardware are a mixture of BannerFlex2 brackets, BannerFlexJr. Brackets, or Visco fixed arms. Banners should have grommets on the top and bottom to secure them to the poles. If you are unsure where to place the grommets when ordering banners for manufacture, please ask to see an existing banner for proper placement.
- Banners must have wind vents.
- Banners must be hung by an approved company or organization with the appropriate tools and insurance. VDA is unable to provide banner installation and removal services—an outside third party must be engaged and funded by the permit applicant (see note about installation at bottom of Criteria page).
- Banners must be double-backed (printed on both sides).
- VDA or the City of Vancouver (as owner of the street light poles) may require other conditions depending on the specific project’s circumstances.
- A color copy or photograph of the final banner design must be submitted to VDA’s office along with the permit application.
Downtown Street Light Banner Permit

Application form must be submitted with a color copy or photograph of banner design, signed Terms & Conditions page ("hold harmless agreement"), and certificate of liability insurance no later than 30 days in advance of installation. A processing fee of $75.00 is charged for each application.

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<th>Organization Name</th>
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<tr>
<td>Contact Name:</td>
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<td>Contact Phone:</td>
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<tr>
<td>Contact E-mail:</td>
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<td>Mailing Address:</td>
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<th>Number of banners:</th>
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<tr>
<td>Location of banners (if less than all 33 possible locations, please provide a copy of the Banner Locations map with requested location circles checked)</td>
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<th>Date of Installation:</th>
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<td>Date of Removal:</td>
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<tr>
<td>Subcontractor/Vendor of banner installation &amp; removal contractor contact information:</td>
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Brief description of event or purpose promoted by banners:

Send, deliver or email completed application and required attachments listed above to:

Vancouver’s Downtown Association
811 Main Street
Vancouver, WA 98660
admin@vdausa.org
1. Permittee is responsible for installation and removal of banners. A VDA-approved subcontractor/vendor with the appropriate equipment and insurance must install and remove banners.

2. Banners are to be in designated locations only for the designated time period, up to 30 days unless approved for a longer period.

3. Permittee will assume all responsibility for maintenance, replacement and upkeep of banners while in place.

4. Banners will be installed according to specifications of the VDA’s Office. Standard banner size applies.

5. Permittee is responsible for working with VDA to determine an acceptable system and location for storing the existing Downtown Vancouver banners while the permittee’s banners are installed.

6. Downtown Vancouver banners must be reinstalled by the permittee or appropriate arrangements shall be made for their storage if another organization’s banners are scheduled to be installed.

7. VDA’s office may impose conditions or regulations for banner design and appearance as necessary in the interest of street appearance and public safety.

8. No banner may advertise or display events, occasions or purpose that are political or religious. Permits may be granted for promoting awareness of certain businesses districts or neighborhoods.

9. This permit is revocable at any time at the sole discretion of VDA’s office. Should the permit be revoked, the permittee shall remove its banners from the street area as directed by and to the satisfaction of VDA’s office, or VDA’s contractor may remove the permittee’s banners; in this case, the permittee shall be responsible for all costs incurred by VDA or its contractor in removing the banners. Furthermore, if the permit is revoked, VDA shall not be liable for any costs of any nature incurred or suffered by the permittee or any other party arising form the permit’s revocation.

10. The permittee shall indemnify, defend, and hold harmless VDA, its Board of Directors, agents and employees, as well as the City of Vancouver, its officers, agents and employees, from all claims, demands, actions and suits (including all attorney fees and costs) brought against any of them arising out of the issuance of this permit.

11. The permittee shall provide satisfactory evidence of liability insurance, endorsed to name as additional insureds the VDA, its Board of Directors, agents, and employees, as well as the City of Vancouver, its officers, agents, and employees, as to any claim or claims for damage or injury resulting from or growing out of the operations of the applicant under the permit applied for, and containing a further endorsement that the policy shall not be cancelled without 30 days prior written notice to VDA’s Office or the City of Vancouver. The endorsement shall be either 1) in the form of Insurance Services Organization (ISO) Form CG 2012 or 2) a letter certifying coverage. The insurance shall provide the following minimum limits of coverage:
   1) $50,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damage, arising out of a single accident or occurrence;
   2) $200,000 to any claimant for other claims arising out of a single accident or occurrence; and
   3) $500,000 for any number of claim rising out of a single accident or occurrence.

Proof of such insurance must be submitted to VDA’s Office and the City of Vancouver and approved prior to installation of banners.

I agree to the terms and conditions as specified in this permit (print name) ______________________

Permittee Signature ______________________ Date ______________

Approved by VDA Director: ________________________________