

**VILLAGE OF ESSEX JUNCTION  
TRUSTEES' POLICY REGARDING STREET BANNERS, GAS LAMP BANNERS  
AND EVENT FLAGS**

1. **Purpose:** To outline the requirements and approval process for street banners, gas lamp banners and event flags.
  
2. **Eligibility:**
  - A. Banner(s) or event flags must not violate any Federal, State, or Village laws or ordinances.
  - B. Applications to erect a banner(s) or event flags must be from non-profit organizations announcing an event.
  - C. The event must be held within the Village of Essex Junction limits.
  - D. Banner(s) or event flags must conform to the specifications below or will be rejected.
  - E. Banner(s) or event flags may be hung for up to two weeks in a calendar year. No banner or event flag will be hung between November 1<sup>st</sup> and April 1st.
  - F. Insurance: The Village of Essex Junction requires a Certificate of Insurance to be submitted with the application demonstrating that the non-profit organization has insurance at a combined single limit of one million (\$1,000,000) dollars aggregate for public liability and property damage including vehicle coverage. Also, the applicant shall be required to sign and submit the attached Liability Waiver form with the application.
  
3. **Street Banner Specifications:** This is for banners to be hung over Park Street at the entrance to the Village of Essex Junction.
  - A. Banner Material: Mesh or solid vinyl face with wind pockets to allow for air to flow through (12-24 per banner).
  - B. Height: Must be 3 - 3½ feet high and no longer than 30 feet. Anything less than 3½ feet shall have droppers on the grommets.
  - C. Rope: No rope attached.
  - D. Grommets: Grommets shall be installed at the top and bottom of the banner, a minimum of every four (4) feet, with hooks in each grommet which will be secured on guy wires. All four corners shall have grommets.
  - E. Advertising: No more than 20% of the sign area shall contain advertising of any product or commercial logo.

F. Miscellaneous: Two-sided banners are preferred.

**4. Gas Lamp Banner Specifications:** This is for banners to be hung on the gas lamps on Railroad Avenue and Main Street.

A. Banner Material: Sunbrella or vinyl banner material is preferred.

B. Height/Width: 3 feet high, plus 4" pole sleeves top and bottom and 1.5 feet wide.

C. Advertising: No more than 20% of the sign shall contain advertising of any product or commercial logo.

**5. Event Flag Specifications:** This is for event flags to be hung on telephone poles.

A. Flag Material: 100% nylon

B. Height: 4 feet high, 2.5 feet wide on a 5 foot pole.

C. Advertising: No more than 20% of the sign shall contain advertising of any product or commercial logo.

D. Restrictions: The following dates are reserved to hang American flags, per the Trustees' Policy on Flags: one week prior to Memorial Day through July 4<sup>th</sup>, and one week prior to and including Veterans Day.

**6. Approval for Banners or Event Flags**

A. Telephone the Village Manager's Office at 878-6944 to check on times available.

B. Send completed application to the Village of Essex Junction, [c/o Village Manager,] 2 Lincoln Street, Essex Junction, VT 05452. A complete application shall include the application form, required \$250 fee, Certificate of Insurance and a signed Liability Waiver form.

C. Applications shall be approved on a first-come, first-served basis. The Village of Essex Junction Trustees will vote to approve or reject the application. The Trustees meet on the second and fourth Tuesday of every month. Applicants will be notified by the Village Manager of the approval or rejection of the application shortly thereafter.

D. If approved, the banner(s) or flags must be delivered to the Village Offices three working days (Monday through Friday) prior to the date it is scheduled to be hung. The banner(s) or flags will be hung by the Essex Junction Public Works Department.

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT  
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

*Please Print*

Applicant's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Tax Exempt #: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Yes \_\_\_\_\_ No

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application for: Street Banner \_\_\_\_\_ Gas Lamp Banners \_\_\_\_\_ Event Flags \_\_\_\_\_

Message and dimensions: \_\_\_\_\_  
\_\_\_\_\_

Locations you would like the event flags displayed: \_\_\_\_\_  
\_\_\_\_\_

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.

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**OFFICE USE ONLY**

Insurance Certificate received: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Liability Waiver received: \_\_\_\_\_ Yes \_\_\_\_\_ No Waiver signed: Yes \_\_\_\_\_ No \_\_\_\_\_  
\$250 fee received: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Application complete: \_\_\_\_\_ Yes \_\_\_\_\_ No

Trustees= approval (date): \_\_\_\_\_

**LIABILITY WAIVER**

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) \_\_\_\_\_, hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: \_\_\_\_\_

The banner(s)/event flags will be hung from \_\_\_\_\_ to \_\_\_\_\_  
date date

**OWNER'S ACKNOWLEDGMENT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_