

# Special Event Banner District

\*updated September 2020\*

## Application Process:

1. The banner poles in downtown spartanburg are for the use of the City of Spartanburg and any Spartanburg non-profit organization promoting an upcoming event or initiative within the city limits. This does not include political or religious organizations.
2. The City of Spartanburg may pre-empt use of the poles for a City banner at any time.
3. Applications will be accepted 90 days in advance on a first-come-first-serve basis.
4. Banners are available to organizations one month at a time.
5. Organizations are responsible for purchasing banners.

## Banner Design:

1. The City of Spartanburg will review and approve banner text, graphics and color prior to production.
2. Banners cannot be political or religious in subject matter, nor can banners be used for the sole purpose of advertising a specific product or corporate entity.
3. The City of Spartanburg recommends that you use Spartan Graphics as your vendor. If not, we must see a sample before you place the full order.

## Banner District Specifications

1. Organizations can only reserve one area of the banner district. We will not scatter the banners if there are empty spots in another area.
2. Only City banners will occupy Main St.
3. E. St. John St. is only available for the USC Upstate School of Business and Chapman Cultural Center.
4. The City flower baskets are put up every year between April and mid October on E. Main St, W. Main St. and Morgan Square. These baskets will not be taken down to accommodate banners.
5. Organizations must bring banners over to City Hall in order to have them put up.

## Banner Districts:

- Church Street
- West St. John Street

*Requesting an application means you agree to the process, design and banner specifications outlined above. Any banner left in our possession 30 days after the banners come down, will be thrown away. The contact person for the banners will be notified when they are taken down and given the deadline for pick up. Please email Kensley D. Aiken at [kdrummond@cityofspartanburg.org](mailto:kdrummond@cityofspartanburg.org) to receive an application. The City is not responsible for any damage sustained to any banner due to acts of nature.*

# Banner Application

Date:

Organization:

Name:

Contact Phone Number:

Contact E-mail:

Purpose of Banner:

Preferred Banner District:

- Church Street
- West St. John Street