



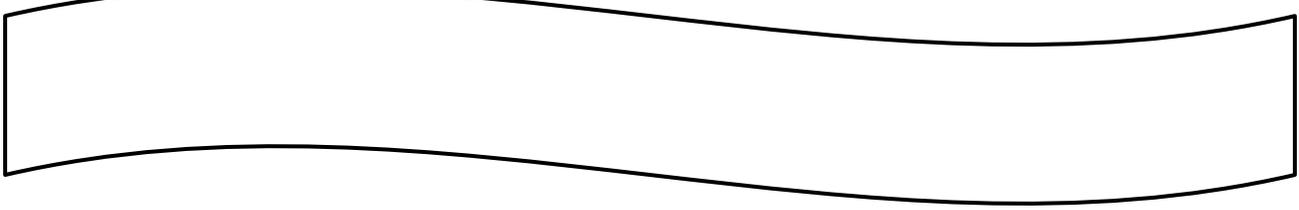
Selectmen's Office

29 West Avenue, Essex, CT 06426
 Phone: 860-767-4340, Fax: 860-767-8509
www.essexct.gov

BANNER REQUEST FORM

Complete form and submit to the Selectmen's Office for processing according to the following rules:

1. Banner Requests are processed on a **first-come, first-serve basis** primarily for Town of Essex non-profit organizations. Exceptions to this rule must be approved by the **Board of Selectmen**. Please include a check of **\$200.00** made out to **Town of Essex**.
2. Banner Requests will only be accepted within the **6-month** period prior to installation date.
3. Banner hangings are limited to no more than **3-week periods**, and only one banner per organization in a **3-month period**.
4. To check availability and initiate the approval process call **860-767-4340 ext. 145**.
5. Installation and removal of banners will be done on **Mondays** only.
6. **NEW DROP-OFF/PICK-UP: signs + graphx, 2 Kirtland St., Deep River, CT, open 8:30am to 4:30pm.**

Date submitted:	
Organization:	
Contact:	
Phone Number:	
Email Address:	
Description of Event and Banner:	
Banner Design:	
	
Installation date (Monday only):	Removal date (Monday only):
Selectman Approval:	
Date Approved:	
NEW DROP-OFF/PICK-UP: signs + graphx, 2 Kirtland St., Deep River, CT, open 8:30am to 4:30pm.	