

THE VILLAGE OF NORTHFIELD
361 Happ Road, Northfield, IL 60093
Phone: 847-446-9200 Fax: 847-446-4670

COMMUNITY EVENTS SIGN REQUEST APPLICATION

Please complete one application form for each event

Date _____

Name of Organization _____

Address of Organization _____

Contact Person _____ Email _____

Phone Number _____ Fax Number _____

Name and Date of Event _____

Requested Week for Display _____

**Dates requested are not guaranteed*

Please complete the above information and fax to 847-446-4670; email to HMcDonald@northfieldil.org or drop off at the Village Hall, 361 S. Happ Road. An approved Application will be returned to you in the method it was received.

SIGN/BANNER REQUIREMENTS:

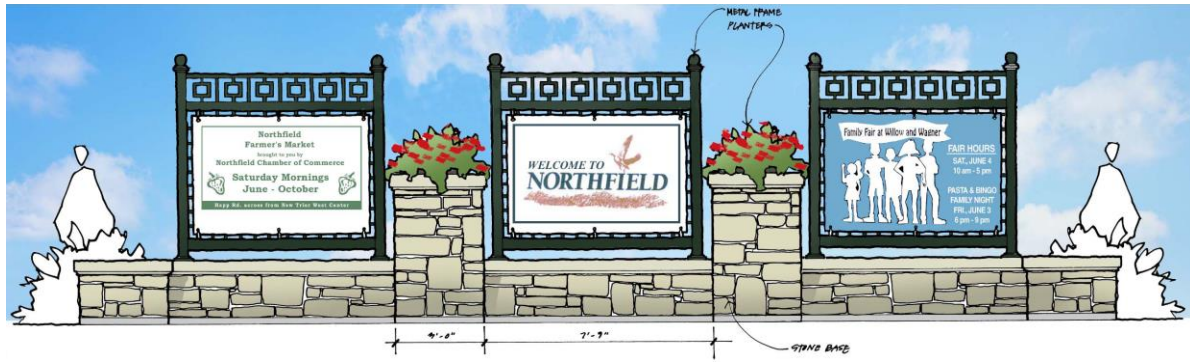
- Finished size shall be four (4'-0") feet high by six (6'-0") feet long – Landscape Orientation
- Outside edges shall be hemmed with stitched seams
- There shall be a total of six (6) grommets, three (3) along the top edge, and three (3) along the bottom edge, located in the stitched hem area of the sign/banner
- The location of the grommets shall be installed in the locations as shown in the detailed dimensions (attached)
- Grommets shall be 3/8" Inner. Diameter
- The top and bottom center grommets shall be offset as shown in the detailed dimensions
- Cut vinyl or digitally applied graphics are acceptable
- Signs shall be one-sided
- Signs shall be made of 16 oz heavy duty sign/banner material with matte finish
- If the day, date, time, etc. of your event(s) changes annually, you should make provisions for this when creating your sign/banner

The Village reserves the right to reject designs that are determined to be inappropriate or offensive.

Signs may be delivered to the Public Works Department, 1800 Winnetka Road by 3:00 p.m. Friday prior to the week the sign is to be displayed.

All signs are available for pick up at the Public Works Department, 1800 Winnetka Road until the Friday of the week they are removed from display. *If not picked up, they will be discarded. The Village is not responsible for damage or theft of the sign.*

Questions? Katherine Eaton 847-441-3800 or Holly McDonald 847-446-9200 ext. 2231



Sources for sign/banners are available upon request.

OFFICE USE ONLY:

Sign drop off date (no later than) _____

Permit No. _____

Sign Display date _____

Approved by: _____

Sign available for pick up _____

Phone: _____

Sign discard date (if not picked up) _____