

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

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 _____

Name, Date and Nature of the Event _____

Requested Week for Display _____

**Dates requested are not guaranteed*

Please complete the above information and email it to hfabbri@northfieldil.org or drop it off at the Village Hall, 361 S. Happ Road. An approved application will be emailed to you.

SIGN/BANNER REQUIREMENTS:

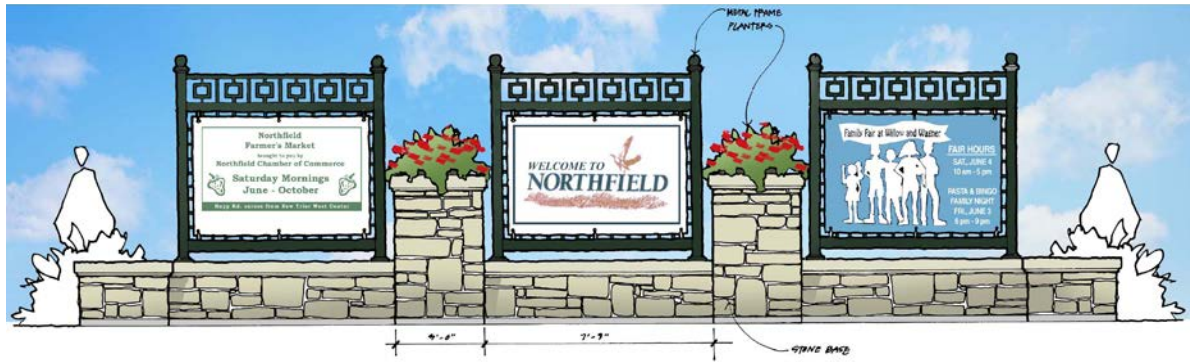
- Finished size shall be four (4'-0") feet high by six (6'-0") feet long – Landscape Orientation
- Outside edges shall be hemmed with stitched seams
- There shall be a total of six (6) grommets, three (3) along the top edge, and three (3) along the bottom edge, located in the stitched hem area of the sign/banner
- The location of 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 a 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

All displays must be related to a Northfield-based community event and the Village reserves the right to reject designs that are determined to be inappropriate or offensive.

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

All signs must also be picked up at the Public Works Department, 1800 Winnetka Road within one week of the date they are removed from display. *Any banner not picked up within a week of its removal shall be discarded. The Village is not responsible for damage or theft of any signs.*

Questions? Contact Holly Fabbri at hfabbri@northfieldil.org or 847-784-3510



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) _____

VILLAGE OF NORTFIELD

COMMUNITY EVENTS SIGN

DETAILED DIMENSIONS

