Parks and Recreation Department
9291 Old Redwood Hwy, Suite 300D
Office: 707-838-1260, Fax 707-838-1264
Hours: M-TH, 7:00 a.m. to 6:00 p.m. **(CLOSED ON FRIDAYS)**

Town of Windsor –Exchange Bank
E-BANNER DISPLAY APPLICATION

Date of Application:_____ Organization:_____

E-mail:_____ Phone:_____

Contact: _____ Fax:_____

The e-banner display program is offered to non-profit organizations holding a 501(c) (3) or substantially equivalent status. Applications are considered on a first-come, first-served basis. Applications can be submitted by person, mail, or fax. The e-banner is located at the corner of Lakewood Drive and Old Redwood Highway in the landscaped area of Exchange Bank.

The following information must be completed for approval:

Background color: ☐Blue ☐Green ☐Black ☐Technician to choose best colors available for text & background.

Each line can have up to 20 characters, this includes spaces between words. Please complete with one letter per space below.

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Text Color ☐ Yellow ☐Blue ☐Orange ☐Red ☐ White (Select one color)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Text Color ☐ Yellow ☐Blue ☐Orange ☐Red ☐ White (Select one color)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Text Color ☐ Yellow ☐Blue ☐Orange ☐Red ☐ White (Select one color)

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
Text Color ☐ Yellow ☐Blue ☐Orange ☐Red ☐ White (Select one color)

Display period being requested ❒(1-2 weeks) ❒(3-4 weeks): From Monday, _____ to _____

Policy and Requirements:

1. There will only be a maximum of ten (10) banners displayed at any given time.
2. Approved e-banners may be displayed at the above location for up to twenty-eight (28) continuous days, from Monday to Sunday.
3. Applications may be submitted up to twelve (12) months before the scheduled event and no less than fourteen (14) days prior to the posting date. No exceptions will be made to the policy.
4. For an additional consecutive slide pertaining to the first slide, a fee of $61 will be charged.
5. E-banners are displayed to publicize local cultural, recreational, educational and social services, programs or other special events open to the general public, that are of interest to the Town of Windsor and its residents.
6. An additional 2-week posting with a maximum of 4 weeks is acceptable for an additional fee of $61.
7. E-banners containing a website address will require a copy of website information submitted with the application.
8. Information about the event displayed on the banner may be placed on the Town of Windsor Parks and Recreation calendar website or the Windsor Chamber of Commerce website at the discretion of either party.
9. The Town of Windsor reserves the right to decline an application that does not meet the stated intent and criteria of this e-banner display policy.
10. For the complete e-banner policy, please visit www.townofwindsor.com/e-banner

I have read and understand the Town of Windsor e-banner requirements:

_____ _____
Applicant's Signature Date

Office Only
Request Approved_____ Request Denied: _____ Posted on calendar:_____ Published_____

The banner fee is $61.00 per posting. This fee must be submitted with the banner application.

Credit Card Holder Name: _____

Credit Card ❒ M/C ❒ Visa **Card #**_____**Exp.** _____**CVS#**_____

Credit Card Billing Address:_____

❒ Cash ❒ Check