



For Large Overhead Banners on Main Street

Dear Organization...

Permission to hang a banner over Main Street requires the approval of the Board of Selectmen. Please provide a written request to the Hanover Board of Selectmen with the following information:

1. Organization name and short narrative regarding why you feel your banner should be displayed;
2. Description and date of event;
3. Copy or drawing of banner;
4. Time period you would like banner to be hung (typically from Sunday to Saturday). Note: Banners over Main Street can only be hung for a period of one week, so please include an alternate week in the event that the first date is not available.
5. Letters can be emailed to (kerry.osgood@hanovernh.org), faxed to 643-1720 or mailed to the Board of Selectmen, Town of Hanover, PO Box 483, Hanover, NH 03755. *Please include contact information for the person in charge of delivering and picking up the banner, i.e. telephone number and email address.*

Upon approval from the Board of Selectmen:

1. Banners to be hung over Main Street will need to be delivered to Judy Stevens at the Hanover Fire Department, 48 Lyme Road (Tel. 640-3341) **at least 3 (three) days**, but not more than one week, prior to the 'hang' date.
2. Banners need to be in some type of enclosed container (e.g. plastic tub, cardboard box that is large enough to accommodate the banner once it has been opened) along with contact information in the event that there are issues with installation.
3. Banners need to be picked up **within 3 (three) days** after being taken down (*unless other arrangements are made through Judy Stevens*) or banner will be disposed of by the Hanover Fire Department after 5 (five) days.
4. The Fire Department cannot be responsible for lost or damaged banners, any lost or damaged attachments (i.e. grommets, D-rings), or for banners disposed of if not picked up within the required timeframe.

Note: Banners dropped off that do not meet attached specifications will not be hung.

Please remember that installation of the Main Street banners is a free service provided by the Town of Hanover and Fire Department and that your adherence to our policy will keep it this way.



OVERHEAD BANNER SPECIFICATIONS AND BANNER REQUIREMENTS

Please note: If you banner does not meet these specifications when delivered to the Fire Department, it will not be hung.

1. **NO COMMERCIAL ADVERTISEMENT OF ANY KIND ON BANNERS, INCLUDING SPONSOR LOGOS.**
2. All banners must have reinforced grommets in each of the top corners and along the top edge spaced no more than 24 in. apart.
3. Each grommet shall have an inside diameter of 3/8 in. and shall be installed minimally 3/4 in. from outside edge and not more than 1-1/4 in. from top edge.
4. Each banner shall be supplied with a D-ring on each corner of the banner supplied by the banner manufacturer and should be a sewn-in component.
5. **Banners must have wind vents** of sufficient size and number to prevent wind damage to the banner and hanging mechanism.
6. **Required banner length is 40 feet** (480 inches from D-ring to D-ring along the top edge).
7. Banner width (height) shall not exceed 4 feet (48 inches).
8. It is the responsibility of the applicant to ensure that the banner has been inspected and is in the proper condition to be hung.

Banners are typically printed double-sided. Should you provide a banner with print on just one side, you should indicate which direction you want the print to face (either towards the Dartmouth Green (north)... or towards downtown (south), otherwise banner will be hung at the Fire Department's discretion and will not be changed).