



# Downtown Banner Program

Downtown Springfield, Inc.

Last Updated: 01.07.16

## DOWNTOWN BANNER PROGRAM

Downtown Springfield, Inc. (DSI), a non-for profit organization, operates the banner program under a licensing agreement with the City of Springfield. The program includes considerations of banner appearance, banner content, etc. Accordingly, DSI has developed this program to best achieve the goal.

DSI has contracted with Ace Sign Co. to administer, design, manufacture, install, and remove banners. Ace charges DSI for these services.

## MANUFACTURING

Ace Sign Co. offers top quality outdoor banners. For more specifications on the production of these banners, please see the enclosed attachment. Banners are usually completed in seven to ten working days. Banners generated outside of Ace will be considered for display; but must fall within the specifications and requirements of the downtown banner program.

## NUMBER OF BANNERS

A minimum of 10 banners, enough for five poles, is necessary to maintain reasonable manufacturing costs. The number of poles is then limited only by the availability. (See attached availability chart).

## POLE SELECTION

Ace Sign Co. maintains a listing of pole availability. If you have not received this information in your packet or are in need of the updated schedule, please contact your sales representative immediately. Pole reservations are firm upon payment of the pole rental charge, installation and removal fees.

## STORAGE & SAFE KEEPING

Reusable banners can be stored by Ace Sign Co. for no charge.

## DESIGN

Ace Sign Co.'s professional design team will work with you to create the perfect downtown banner design for your organization. Quality appearance and content are highly regarded in our downtown designs. Any designs for downtown banners generated outside of Ace must be submitted for design review.



## COMMERCIAL ADVERTISING

Banners are not available for commercial advertising. However, DSI will permit the lower 10% (bottom 10 inches) of each banner to list a sponsor.

DSI will consider a business banner in the case of a significant anniversary starting at the 5th year and in 5-year increments thereafter.

## COSTS

Please see the attached ordering form for pricing. Just select the number of banner you will be producing and add on the additional charges for installation, removal, and pole rental.

*Payment must be received at least two weeks prior to service.*

Make Checks Payable to:

**Downtown Springfield, Inc.**

Mail Payments to:

**c/o Ace Sign Co  
2540 South First Street  
Springfield, IL 62704**



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## ORDER FORM

Ace Sign Company makes ordering easy! Fill in the necessary information below. Then call, fax, or e-mail our sales team with your order.

<b>BILL TO:</b>	COMPANY NAME		
	ADDRESS	EMAIL	
	CITY	STATE	ZIP
	CONTACT NAME	PHONE	FAX

**LOCATIONS:**

Please be sure to also fill out all of the information at the top of the attached map and circle the poles you wish to occupy based on the availability chart provided.

PRODUCT	DESCRIPTION	SIZE (HxW)	PRICE	QTY.	TOTAL
<b>Banners</b>					
Digitally Printed Banners	18 oz. Double Sided Banner with Pole Pockets	99" x 30"	\$175		
<b>Maintenance</b>					
Installation	installation of Banner (priced per banner)	NA	\$17		
Removal	removal of Banner (priced per banner)	NA	\$17		
Pole Rental	rental cost (priced per pole / per month)	NA	\$10		
<b>Design</b>					
Banner Design	standard one time design fee for your custom banner	NA	\$32		
				<b>TOTAL</b>	

all banners are 30" x 99" double side printed w/ grommets and 3' pockets top & bottom

ALL PRICES SUBJECT TO CHANGE

### PAYMENT METHOD:

After placing your order, payment will need to be sent AT LEAST TWO WEEKS prior to the date of installation.

Your requested time slot will not be locked in until payment has been received.



Downtown Springfield, Inc.

**WRITE CHECKS TO:**  
Downtown Springfield, Inc.

**SEND PAYMENTS TO:**  
c/o Ace Sign Company  
2540 South First Street  
Springfield, IL 62704

### ORDERING:



VISUAL COMMUNICATIONS SINCE 1940

**TO ORDER CALL US AT**  
**217-522-8417**

### SEND ORDERS TO:

**ADDRESS:**  
Ace Sign Company  
2540 South First Street  
Springfield, IL 62704

**FAX:**  
217-522-6842

**E-MAIL:**  
info@acesignco.com

**Purchase Order #** \_\_\_\_\_

**Auth. Signature** \_\_\_\_\_

Finish products can not be guaranteed unless proof is approved or camera ready artwork has been provided. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. **WARRANTY - All signs MANUFACTURED & INSTALLED are guaranteed, for a period of 1 year from the date of installation, to be free of defects in material and workmanship. Defective parts will be replaced, during the first 90 days, without charge for both labor and materials. Defective parts will be replaced, after 90 days up to 12 months, without charge for materials only. THIS WARRANTY DOES NOT APPLY TO LABOR INCURRED BEYOND 90 DAYS AFTER INSTALLATION.**



Downtown Springfield, Inc.

# DSI BANNER LOCATIONS

SPONSOR ORGANIZATION: \_\_\_\_\_

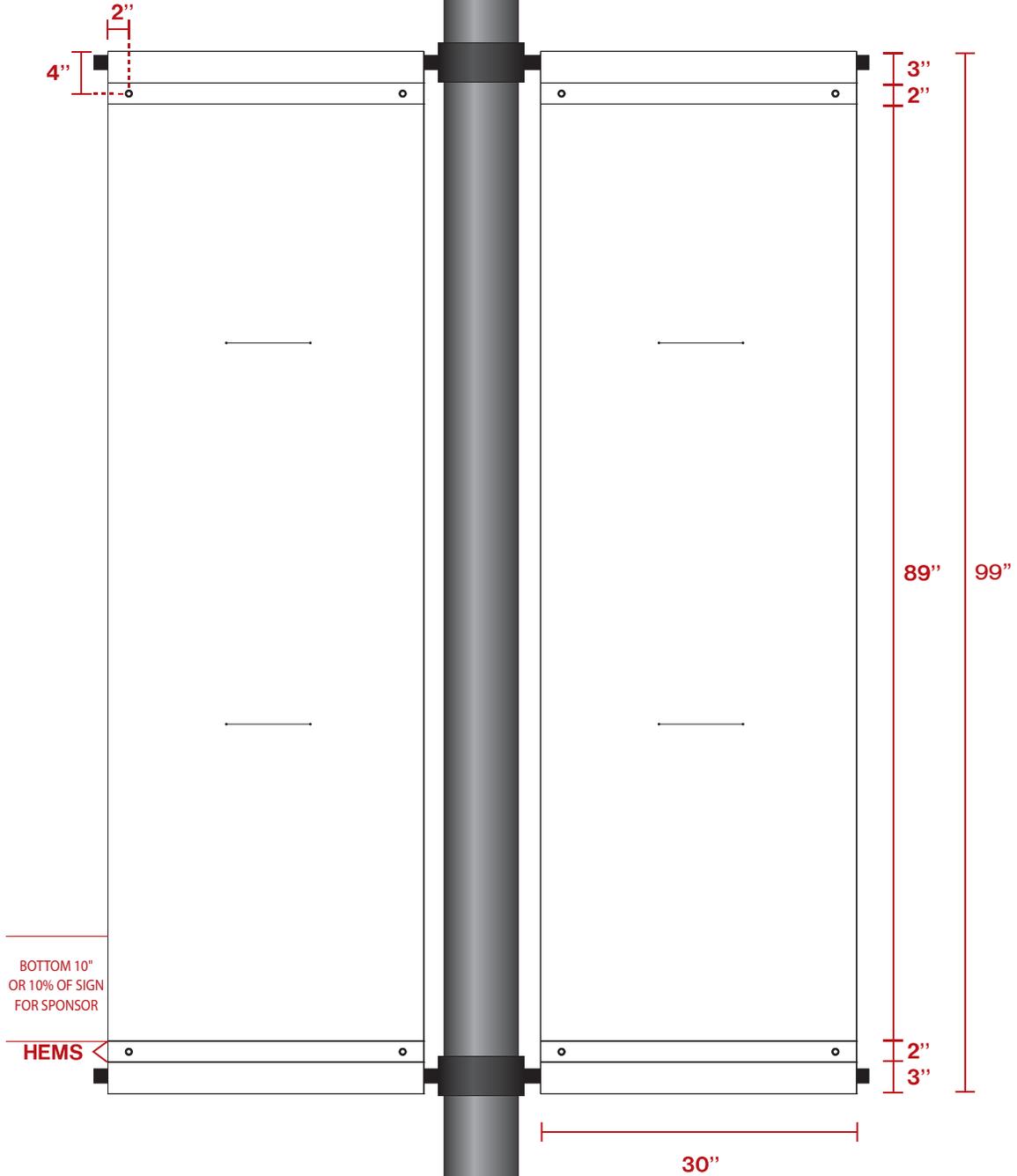
QUANTITY OF BANNERS: \_\_\_\_\_ DATE UP: \_\_\_\_\_

QUANTITY OF POLES: \_\_\_\_\_ DATE DOWN: \_\_\_\_\_



**DSI Pole Banner Template**

99" x 30" x 18 oz. Banner - Double Sided  
4" Pole Pocket (Top & Bottom)  
Two Banners Per Pole



**BANNER PRODUCTION SPECS:**

produced with 18 oz. black-out vinyl material  
hems are heat-sealed (HEMS CANNOT BE SEWN)  
banners include 2 wind slots consisting of two 1/4" diameter holes connected with 8" slit (center-to-center)



This design belongs to the ACE SIGN CO. and becomes the property of the customer only upon completion of an order, and is otherwise not to be used in whole or in part without written permission of the ACE SIGN CO.

APPROVED AS/IS

APPROVED W/ CHANGES

RE-DRAW W/ CHANGES

SCALE: 3/4" = 1'

2540 S 1ST ST. • SPRINGFIELD, IL 62704 • 217 522-8417