

Banner Guidelines

Eligibility

Banners will be allowed on City property only for City sponsored functions and for non-profit events occurring within the cities of Goodview and/or Winona.

Approval

- The placement of banners must first be approved by the City Council or its designee.
- Requests must be made at least **2 weeks** prior to requested posting date, and no more than 4 months prior to event.
- No commercial advertising on any banner, i.e. “Coke” or “Budweiser” logos.
- A sketch or drawing of the banner must be provided to the City Administrator along with the request to the Council for approval of the banner placement.

Location Preference

There are two banner locations in the City of Goodview; 1) 6th Street nearest to 37th Avenue and 2) 6th Street nearest to 44th Avenue. Organizations may indicate a location preference; however, the City of Goodview has the final decision on where the banner will be placed.

Length of Time

Maximum of 4 weeks for banners.

Installation

- Deliver banner to Goodview City Hall at least 5 business days prior to approved posting date.
- Banner installation will be completed by the City’s Public Works Department or its designee.
- Banners must be picked up at Goodview City Hall within 2 weeks of banner being taken down.

Street Banner Requirements

- 30 inches x 30 feet maximum (height/width); banner must be exactly 30” in height.
- 18 oz. (heavy duty vinyl)
- Hemmed edges with 1 ½ - 2 inches of material folded over
- Within the hemmed area, brass grommets with a 3/8-inch diameter hole installed at all four corners and every four feet long the top and bottom.
- Half-moon shaped relief cuts through banner – as many as possible without interfering with the banner’s graphics.

