Streetlight Banner Program Application

Joplin Public Works Department

Thank you for your interest in the City of Joplin's Streetlight Banner Program. This program is part of our City Beautification efforts. We look forward to partnering with a banner installation that effectively meets both the City and your group's needs.

Please visit Joplinmo.org for complete banner program information.

Application Process: Application and payment are due a minimum of 30 days prior to installation unless other arrangements have been made with Program staff. Please refer to the website for additional directions on the application process and submitting payment. Reservations are finalized upon submission of application and payment.

Fees: Fees include application process, permit, installation, removal, traffic control, and on-street maintenance. Please refer to the website for current fees. Your organization is responsible for the design and fabrication of banners, and delivery to the city.

Banner Delivery and Pick-Up: Deliver your banners to the city 7-10 days business prior to scheduled installation. Pick up your banners no later than 10 business days following the date of removal. Unless you have made prior arrangements with Program staff, we will dispose of banners not picked up within 10 business days.

Banner Delivery/Pick-Up Address & Hours: 1301 W 2nd St, Joplin, MO 64801 8 am to 3 pm.

Banner Locations: Streetlight Banner map locations can be viewed on-line. Please apply as early as possible to reserve your desired location. Reservations for specific locations may be made up to one year in advance, and popular locations are often booked early. Please contact us to discuss a special request to install banners in other districts citywide. Additional fees apply to Special Request locations, to cover the cost of new hardware (banner brackets) installations.

Design Review and Approval: Please submit a draft of your banner for design and content review at least 30 days in advance of installation date. Please provide a scaled image that depicts the banner design and content. Content intended primarily for commercial or political purposes is barred by city code. Sponsor names and logos are allowed; please see the Specifications sheets for details. The City reserves the right to reject a banner design or content at its discretion.

Banner Design and Fabrication: Please ensure that your banner designers and fabricators are using current City of Joplin Banner Specifications (see Streetlight Banner Webpage for current Technical Specifications & Design Requirements). Banners not meeting the required specifications will not be installed. Please see the website for a list of frequently used Banner Vendors.

Re-Using Banners: Banners may be reused from previous years if they meet the current specifications and are in good condition. City staff inspects banners prior to installation; we have seen problems with moldy, decayed, and damaged banners.

Sponsorships: Banner Sponsorships can help to underwrite the cost of using the program.

Cancellations and Refunds: Cancellations and refunds may be requested under certain circumstances. Please contact Streetlight Banner Program staff with inquiries. The City is not responsible for damage to or loss of any banner(s), including loss of the value of the banner and/or installation period.

Please contact us with your questions or concerns. We want to help you make your banner installation a success!

Street Banner Program
(417) 624-0820 x1203

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This is NOT a Permit

Items to Submit with your Application

- Banner Design Graphics. Please submit your banner design for approval a minimum of 30 days prior to installation. Ensure that you receive design review approval prior to fabrication.
- Payment is required to secure your reservation. Unless arrangements have been made with Streetlight Banner Program staff, payment must be received prior to installation.

Applicant Information

Primary Contact Name			Primary Contact Phone No.
Name of Organization			Non-Profit Status: **Yes** or **No**
Mailing Address			
Apt/Unit No.	City	State	Postal Code
Type of Banner: Lamp Post	Email Address		

Event Information *(if applicable)*

Name of Event/Topic			Number of Banners Requested to be hung:
Banner Text *(Message must be non-commercial. Sponsor logos are allowed.)*			
Date of Event		Is this your first time using banners? **Yes** or **No** If yes, please ensure your design is approved.	
Requested Installation Date	Requested Removal Date	Alternate Installation Date	Alternate Removal Date
Will you be picking up your banners? **Yes** or **No** Contact Phone or Email Address for Banner Pick Up:		*If banners are not picked up within 10 days, they will be disposed of).*	

Fee Information

City of Joplin 50% installation costs per banner.	Please also obtain banner permit from the City of Joplin Public Works Department. 50% of installation costs associated with hanging and removing the banners. All charges and fees shall be collected before banners are ordered and installed. New bracket locations requiring new brackets or hardware will require applicant to be charged 50% of acquisition. All bracket types and hardware will become the property of the City of Joplin and maintained as such.

Internal Use	*Payment Rcvd:*	*District Available:*	*Reservation Booked:*	*Installation Scheduled:*

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