



CITY OF SILVERTON PUBLIC WORKS

306 S. Water Street | Silverton, Oregon 97381

City of Silverton Banner Policies

General Banner Policies

- The City of Silverton allows banner displays for community-wide events.
- Events sponsored by the City of Silverton, Silverton School District and Silverton-area non-profits are given reservation preference.
- Banners are limited to advertising scheduled events held in the City of Silverton and Marion County.
- Banners shall not advertise tobacco products, political candidates (including support/opposition of statewide or local ballot measures) or religious symbols/messages.
- The only City-designated location for hanging banners is at the intersection of Main Street and Water Street, and banners hung at this location will be done so by City employees only.
- The City of Silverton is not responsible for damages occurring to banners during installation and removal, or while on display.
- The City must be notified in writing of any “swapping” of reservations between parties.
- The City reserves the right to refuse a reservation that may be in violation of any of the above policies.

Reservations

- Individuals and groups should confirm banner space reservations by calling (503) 874-2206 before going to the expense of having a banner made.
- Reservations may be made up to 12 months in advance.
- All banners must be delivered to the City by the Friday prior to the approved start date, and must be retrieved from the same location immediately after the approved end date.
- Banners should be delivered to the City Shops at 830 McClaine Street, Silverton.

Banner Size and Configuration

- Banners must meet the minimum size and configuration specifications, including attachment points, as shown below:

Material:	Minimum of 12 oz. bantex or 18 oz. canvas
Lettering:	Minimum of 6-inch is recommended for readability. It is recommended that vinyl lettering be used if you plan to reuse the banner in the future.
Banner Height:	Maximum 36 inches (recommended); minimum 24 inches.
Banner Length:	All banners should be a minimum of 26 feet in length, 30 feet is recommended.
Grommets:	Locate spur grommets at the top and bottom corners and approximately 30 inches apart along the top of the banner. Reinforce corners so they don't tear due to wind shear or tension.
Wind Vents:	Wind relief vents are highly recommended.

