



Pursuant to approval of the Board of Trustees, the following guidelines shall apply to requests for placement of posters in Burlington Park and banners on Village-owned streetlight poles in the Central Business District (CBD):

Who may request Poster or Banner space in the Village of Hinsdale:

All posters that are displayed in Burlington Park or banners displayed on streetlight poles in the CBD are permitted solely to promote a special celebration or event being held in the Hinsdale area that may be of interest to the community and/or activities sponsored by a local not-for-profit organization or governmental agency. It is important to note that requests shall be recognized first for Village events including Parks & Recreation, Police and Fire Departments, Economic Development Commission and Chamber of Commerce events. Otherwise, they shall be considered in the order that they are received and approved by the Village, but may not be submitted more than three months prior to the requested display period.

Installation Guidelines

- All posters displayed in Burlington Park or banners displayed on streetlight poles in the CBD require written permission from the Village Clerk's Office. A reservation request should be submitted no less than three weeks prior to the requested display period. All requests consist of a reservation form completed in its entirety and must include an accurate graphical representation of the proposed poster or banner in order to be considered for approval.
- Only one (1) poster will be permitted in Burlington Park for any single event or for any single organization or affiliated organization at any one time, except in the case of Village sponsored events. Display on Village-owned street light poles is limited to twelve (12) 2' x 4' banners at any one time.
- The maximum duration for any poster will be two (2) weeks in Burlington Park and any banner will be three (3) weeks on CBD street light poles.
- The number of times that posters will be allowed for any one organization (including any group of affiliated organizations) shall be limited to one per calendar month, except as noted above for Village sponsored events.
- The Village of Hinsdale reserves the right to decline a reservation request based on banner content or failure to adhere to any element of the stated poster/banner policy.
- The Village of Hinsdale makes every effort to timely accommodate the requested installation of posters or banners, but cannot be held responsible for unforeseen circumstances which prohibit installation, or the removal or loss or destruction of posters or banners.

Construction and Design Specifications

- **Posters in Burlington Park** shall measure 3' (W) x 4' (H) and be mounted on corrugated plastic (Coroplast), which is either 3mm or 4mm thick with the ridges vertically oriented. The poster layout shall include a text free border of 2" around the perimeter of the poster as the visual opening of the display case is 32" (W) by 44" (H).
- **Banners on Streetlight Poles** shall be 2' wide x 4' high and include a sleeve no smaller than 3" on the top and bottom of the banner for hanging.
- Both must be portrait or vertically-oriented. The poster or banner layout may only include the most important information relative to the event: who, what, when and where. We recommend inclusion of a website for more detailed information regarding the event. If sponsors are to be included, they shall be listed at the bottom of the poster and banner and shall not exceed 25% of the overall display area.

This policy can be revised by the Village Board of Trustees as necessary.