

Banner Submission Process

At the corner of Clark and Boulevard there are currently four slots available for posting a 3' x 8' banner for a two week period. Following are the regulations that will need to be followed starting June 19, 2017:

- Banners will only be accepted from not-for-profit organizations. Business advertisements will not be posted.
- Reservations forms will need to be completed before the banner can be accepted. Banners will be scheduled on a first come, first serve basis. Banners that have been submitted will not be finalized for the schedule until approved by a Parks and Recreation Department employee.
- Banners will need to be delivered to the Parks Department, 2nd Floor City Hall a minimum of 2 weeks in advance of the scheduled posting.
- Banners are only eligible for a two-week posting period.
- Banner will be returned to City Hall within seven days after being removed.
- Organizer will then sixty (60) days to come and pick up banner from at City Hall, Parks & Recreation Department.
- All banners not picked up after sixty (60) days will be discarded. No Exceptions.
- Contact the Mexico Parks & Recreation Department with any questions.
(City Hall 573-581-2100)

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 CITY OF MEXICO, MISSOURI	<h3 style="margin: 0;">Banner Submission Form</h3> <h4 style="margin: 0;">Mexico Parks & Recreation Dept.</h4> <p style="margin: 0;">Only banners for Public Events can be accepted Banners cannot be accepted from For Profit Organizations</p>	
Name	Date Submitted	
Organization	Event Description	
Address		
Phone		
Email Address	Dates Requested	
Signature		Date