

CITY OF COOS BAY BANNER REGULATIONS

General regulations for Banner Location # 1 and # 3:

1. Schedule to reserve a date and hanging space with City of Coos Bay, Public Works & Development Department at (541) 269-8918.
2. The City of Coos Bay Public Works & Development Department will then review for approval.
3. Banners may be hung for 2 weeks, pursuant to the City's discretion. The City will hang and remove all banners.
4. For banners hung over city property, brands shall not cover more than 25% of the face of the banner and shall not be the primary focus of the banner. Banners hung over the highway may not have any brands. (A brand is a name, sign, logo, symbol, slogan or anything that is used to identify and distinguish a specific product, service, or business)
5. Priority for hanging banners will be given for community events held in the City of Coos Bay.
6. Up to two (2) banners may be placed, pursuant to the City's discretion. Only (1) banner may be reserved more than (1) month in advance. If a 2nd banner is requested, it may only be reserved (2) weeks prior to the hang date, if there is a spot available.
7. All banners are to be delivered 5 business days before the hanging date.

Construction Specifications for Banner Location # 1:

1. For banners hung over the highway: Go to O.D.O.T. to get the form "Permit to Perform Operations Upon a State Highway," also get a Liability Release Form. O.D.O.T. is located at 307 Highway 42 East in Coquille; they will require a Certificate of Liability Insurance. We will need a copy of each form after they have been approved and signed by their authorized representatives.
2. Maximum banner size is 3 feet tall by 30 feet long. Material should be an 18 oz banner stock with wind slits. Banner mesh is also acceptable. Banners should have double reinforced hem stitching with reinforced corners front and back. D-Rings in the corners are suggested for durability. Grommets should have an interior diameter of 3/8" or larger and be spaced no less than 3 feet apart.

Constructions Specifications for Banner Location # 3:

1. Maximum banner size is 3 feet tall by 20 feet long. Material should be an 18 oz banner stock with wind slits. Banner mesh is also acceptable. Banners should have double reinforced hem stitching with reinforced corners front and back. D-Rings in the corners are suggested for durability. Grommets should have an interior diameter of 3/8" or larger and be spaced no less than 3 feet apart.