

BANNER POLICY

The Alaska Center for the Performing Arts encourages any renter of the facility to utilize banners as part of their advertising and promotion of an event. Because the Center was designed and built without benefit of a marquee or large sign to announce events, banners help let the public know what is happening in the building. There are some procedures and standards that must be adhered to:

SIZE AND CONSTRUCTION

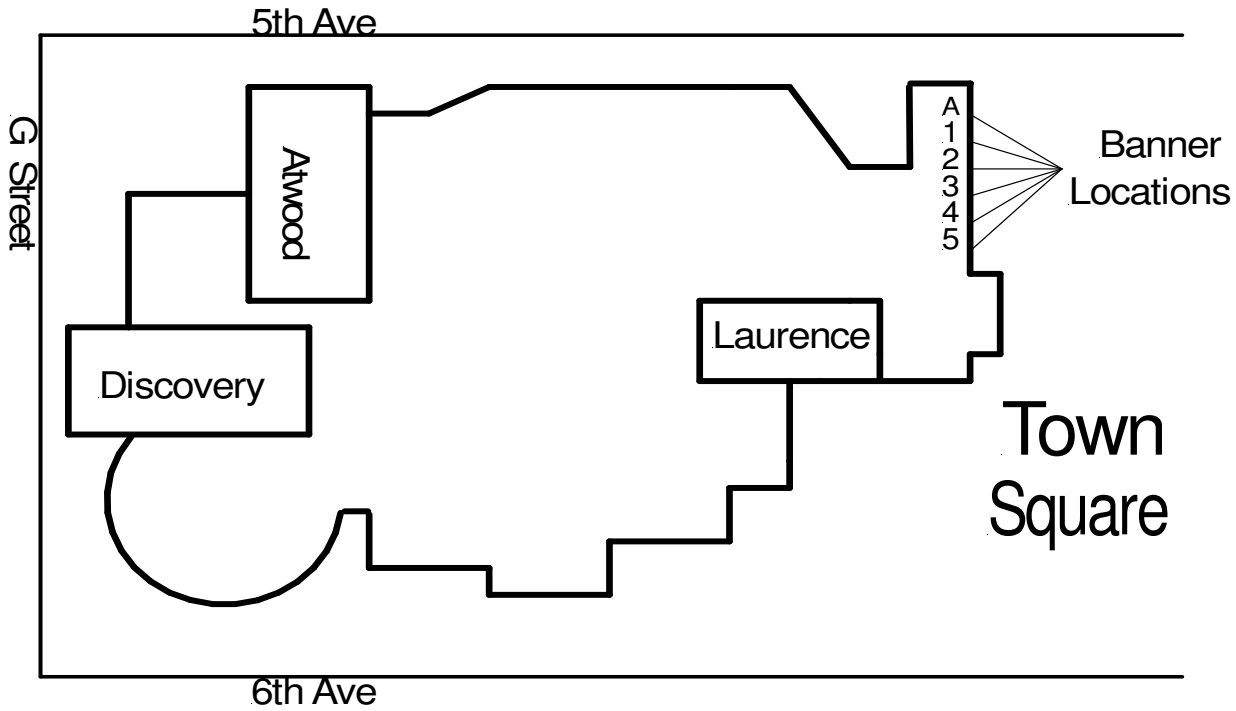
1. Cables/hooks have been installed on the east face of the building between each of the columns at the top. Because of the MOA's 100 square foot limitation, all banners cannot exceed 10' X 10'.
2. Banners must have a minimum of Size #4 (1/2" inside diameter) brass grommets in place in each of the four (4) corners through doubled extra-strength double-stitched corners, within 1" of the edge of the material.
3. Banners must be constructed of strong, weather-resistant material and all printing or color material must be weather resistant as well. Banners shall be edge seamed and double stitched to prevent fraying. Larger banners should have a poly, nylon or rope piping or at least 1/4" and 500 pound tensile strength double-sewed around the entire banner at the outer edge to prevent stretching and to prevent grommets from pulling out.
4. Renters need to know that wind is a major concern in the placement and strength of banners and their success. In the past some have ripped and others have stretched. In particular, Space # 1 (the most northern slot on the east face of the Center) is exposed to extremely strong wind gusts from the east and will need special reinforcement and/or wind relief ports.
5. The Center is NOT responsible for damage to banners from wind, weather or other forces or persons outside the immediate control of the Center and its staff. If any repairs are required, special rates may apply, and in all cases, wind, weather, equipment availability and other staff obligations will take priority over banner repairs and adjustments.
6. Although banners can be repainted and used more than one time, they MUST be in good condition in order to be approved for hanging. This means "in like-new condition," i.e., no frayed edges and not stretched out. If you have questions about the usefulness of a used banner, please consult Center staff before having it repainted.

SCHEDULING AND DELIVERY

1. Banner space must be scheduled through the ACPA Front Desk administrative assistant at 263-2900. Space is scheduled when the completed ACPA Banner Application Form is received at the ACPA office. When banner is scheduled, ACPA will file a Banner Registration form with the Municipality of Anchorage.
2. To receive approval of copy and artwork on banners, submit the design to the ACPA office (fax 263-2927). See note #2 below under Copy and Artwork.
3. Banners must be delivered to the Center Loading Dock five (5) working days prior to the date of hanging. Banners not arriving five days prior to event will be hung when Center staff is available and weather permitting. This allows Center staff enough lead-time to hang the banner while still accounting for potential bad weather and other staff obligations.
4. Any time there is an adjustment, repair, unscheduled installation or removal, certain overtime labor costs will be applicable. Such costs would be added to the event closeout. The Center reserves the right to remove damaged banners and charge appropriately for the labor when they become unsightly or threaten public safety or the Center's structure or trim.
5. Single event banners may be hung no earlier than one (1) month prior to an event. However, tickets to the event must be available from the time banner is hung. Season banners may be hung beginning with an organization's public announcement of their season and must be in conjunction with actual season ticket sales.
6. Banners will be taken down as soon after an event as possible. Generally, Center staff will take banners down as new banners arrive to replace them. However, no banner will remain in place for more than one (1) week past the close of an event.

COPY AND ARTWORK

1. No commercial advertising is allowed on the banners. Preference is that the banners indicate the name of the event, the dates and times. Presenting/producing organization and major sponsor's name with appropriate logo is allowed. (However, a PEPSI or COKE banner with information about an event is not allowed.) The purpose of the banners is to advertise an event, NOT a sponsor/vendor.
2. The Center has editorial control over banners. All copy and artwork on banners must be approved in writing BEFORE ordering. **BE AWARE THAT ANY BANNER THAT WAS NOT APPROVED IN ADVANCE MAY NOT BE HUNG.**



In general, the Center would like very attractive, artistic banners to be hung. Obviously, the purpose is to attract attention to the building as well as the specific events. NENANA CREATIVE ARTS, PARSONS ART & SIGN and BANDI SIGNS here in Anchorage seem to be the most inexpensive vendors who can provide these banners. Prices range from \$575 to \$2500 depending on design/color. Banners can be re-used/painted over. If any questions or concerns arise about this banner policy, please contact ACPA at 263-2900.

ACPA BANNER APPLICATION FORM

The Alaska Center for the Performing Arts has five locations on the east side of the building between the exterior columns where banners are allowed to be hung on a first-come, first-served basis.

1. Please read the banner policy carefully.
2. ALL banners must be approved by ACPA in advance. Complete the information below and send it to ACPA, 621 W. 6th Avenue., Anchorage, AK 99501 or fax to (907) 263-2927.

DATE OF REQUEST _____

ORGANIZATION NAME _____

ADDRESS _____

CONTACT PERSON _____ PHONE # _____

BANNER WILL ADVERTISE _____

BANNER DIMENSIONS (Must meet ACPA regulations) _____

DATE TO BE HUNG _____ DATE TO BE REMOVED _____

COMMENTS OR SPECIAL INSTRUCTIONS

For ACPA Use Only

Application Received: _____ *Space Choice Available* _____

Design Approved: _____ *Size Approved:* _____

Banner Registered with Municipality _____

Comments/Special Instructions: _____
