



CITY OF BALTIMORE
DEPARTMENT OF TRANSPORTATION

Right of Way Services Division
Special Events and Street Vendors Section
The Councilman Harry S. Cummings Building
401 East Fayette Street, Lobby
Baltimore, MD 21202



Banners are hung only for the purpose of promoting public events in the City of Baltimore sponsored by non-profit organizations and to welcome conventions and trade shows. Banners displaying messages or advertisements other than for the above purposes will not be considered or approved for hanging. In order to insure that the Department of Transportation can process your request to hang a horizontal banner, please be sure to fill out this application completely and return it at least 6 weeks prior to the first date requested for installation to the address indicated above.

1. NAME OF NON-PROFIT ORGANIZATION _____

2. CONTACT PERSON'S NAME _____

3. ADDRESS _____ 4. DAYTIME PHONE _____

5. NAME OF EVENT _____

6. TYPE OF EVENT _____ 7. DATE OF EVENT _____

8. LOCATION OF EVENT _____

9. NUMBER OF BANNER(S) (up to four) _____

9a. LOCATION(S) OF BANNER TO BE INSTALLED (PRIORITIZE IF APPLICABLE)

A. _____

B. _____

C. _____

10. DATE(S) BANNER TO BE INSTALLED (PRIORITIZE IF APPLICABLE)

A. _____

B. _____

C. _____

11. ILLUSTRATE PROPOSED BANNER COPY BELOW

(including any sponsors logos, etc.)

12. APPLICANT'S NAME (PLEASE PRINT) _____

APPLICANT'S SIGNATURE/DATE: _____

**INSTRUCTIONS FOR HORIZONTAL (OVER-THE-STREET) BANNERS
IN BALTIMORE CITY**

1. Banners are hung for the following purposes only:
 - A. To promote a public event in the City of Baltimore sponsored by a non-profit organization;
 - B. To welcome conventions and trade shows.Banners displaying messages or advertisements other than for the above purposes will not be considered or approved for hanging.
2. “Application to have Horizontal Banner Hung” must be filed a **MINIMUM OF SIX (6) WEEKS IN ADVANCE**. Standard locations where banners may be hung are indicated in the. Alternate locations will be considered on a case-by-case basis. Refer to the **Banner Locations Page** for available sites. Applicants do not choose their own locations.
3. To expedite the process, please submit the application package **altogether** in person or by email/mail:
 - A. The Application
 - B. Certificate of Insurance
 - C. Right of Entry (ROE)
 - D. Payment

Per the Legal Department, payment of \$150.00 per banner, per location—where applicable, is necessary post the issuance of the ROE. Make payment to the Director of Finance. **The horizontal banner will not be hung without payment—where applicable.** You will receive communication via phone or email confirming if application was approved or not approved.

A. The Application (Typed or clearly handwritten)

Must be completed and signed, and submitted. Locations are on a first come, first served basis. Please indicate locations of preference, up to 3 preferences are allowed. Refer to the Banner Location page for locations. Not all locations are available.

B. Certificate of Insurance (Typed)

This is a mandatory basis of the Horizontal Banner process. **It is a legal document and insurance for each application/location submitted. PLEASE NOTE, WITHOUT THE INSURANCE, THE BANNER WILL NOT BE HUNG UNDER ANY CIRCUMSTANCES.** (Exceptions apply to the Mayor’s Office/Baltimore City Council). Also, have your Corporate/Legal/Management Office include the following in typed script at the bottom of insurance:

“A Public Liability Insurance Policy in the amount of one million dollars that names the Mayor and City Council of Baltimore and the Department of Transportation as an additional insured must be maintained for the duration of the time the banner is to be installed.”

C. Right of Entry (ROE) (Preferably typed)

This is the second legal document. Just as a lease must be filled out on the front, signed and witnessed, so must the ROE Agreement. This will be reviewed and/or approved/disapproved by The City. It should include your name and/or organization name as the Grantee/Grantor, and the name of the banner.

D. Other

You are required to provide the banner according to Department of Transportation (DOT) regulations (as stated on page 5 of the application). You may contact DOT at (410) 396-9288 and ask for Mr. Jeff Boone or (2) Ms. Matthews for further information, including if and when the banner comes down. You are also responsible for returning to DOT to pick up the horizontal banner after the event is over.

Credit cards are not taken over the phone. You may use credit card in-person at the Cashier’s Desk. A check or

money order in the amount of 150.00 per banner, per location is required. Please mail or bring to:

Special Events: Horizontal Banners
401 E. Fayette Street, Main Lobby
Baltimore, Maryland 21202

BANNER LOCATIONS

1	LOMBARD ST. & CENTRAL (WB)	45	FAYETTE & COLVIN (EB & WB)	89	
		46	CALVERT & 32nd STS (NB)	90	
3	PRATT & EUTAW STS.	47	PARK HEIGHTS & PINKNEY (SB)	91	
4	PRATT & HOWARD STS. (SHOWCASE OF NATIONS/CONVENTION USE ONLY)	48		92	
5	LOMBARD ST. CALVERT (WB)	49	MARYLAND AVE & OLIVER (SB)		
6		50	MANNASOTA & MORAVIA (EB & WB)		
7		51	41st & FALLS ROAD		
8	PRATT & LIGHT STS.	52	FALLS @ ELMS ST		
9	LOMBARD & HANOVER STS.	53	PRATT STREET and MARKET PLACE.		
10	LOMBARD & EUTAW STS.	54			
11	BROADWAY & BANK STS.	55			
12		56			
13	LIGHT & LEE STS.	57			
14	CALVERT & READ STS.	58			
15	ST. PAUL & 31 STS.	59			
16	ST. PAUL ST. & MT. ROYAL AVE.	60			
17	LOMBARD ST. & HIGH (WB)	61			
18	4545 N. CHARLES STREET	62			
19	VELENCIA CT. & KEY (WS)	63			
20		64			
21	5500 HARFORD ROAD	65			
22	4700 N. CHARLES ST. (COLLEGE OF NOTRE DAME USE ONLY)	66			
23	PRATT & PRESIDENT STS.	67			
24	LUZERNE & EASTERN AVE.	68			
25	KENWOOD & O'DONNELL ST.	69			
26	1600 KEY HWY. & WEBSTER (ES)	70			
27	36TH. @FALLS RD.-HAMPDEN	71			
28		72			
29	EASTERN AVE., WEST OF BROADWAY	73			
30		74			
31		75			
32		76			
33	EASTERN AVE. @ KANE	77			
34	33RD & FRISBY STS.	78			
35	CALVERT & MT. ROYAL	79			
36	900 FORT AVE. & LAWRENCE (ES)	80			
37	1800 HANOVER & BARNEY (NB & SB)	81			
38	O'DONNELL ST. AND CONKLING (SB & NB)	82			
39	O'DONNELL ST. & EAST AVE. (EB & WB)	83			
40	BALTIMORE & PRESIDENT STS.	84			
41	EASTERN & CONKLING (WB ONLY).	85			
42		86			
43	FAYETTE & AISQUITH (EB & WB)	87			
44	FAYETTE & COLVIN (EB & WB)	88			

4. **Banner Fabrication Specifications:**

Banner size must be no larger than 4 feet by 20 feet, printed on one side only.

Banners must have a mesh or net backing. Mesh must be hemmed at top and bottom to form a sleeve through which rope, a minimum of 3/8 inches, must be fed. Rope must be tied off to one (1) inch by two (2) inch metal grommets. Artwork must be on vinyl strips that are sewn onto the mesh so that air can flow through freely. No solid, one-piece banners will be accepted.

All banners must be professionally fabricated and painted. Name, logos, etc. of commercial sponsors may not exceed 20% in total, of banner copy.

Banners will be displayed for no more than a total of two (2) weeks. Requests for additional weeks, at alternate locations only, will be considered. The Special Events Unit reserves the right to rescind its approval beyond the initial two (2) weeks. Banners are installed in one week increments, normally Monday to Monday. Occasionally, it will be necessary to hang the banners on Tuesday.

Delivery of the banner should be on or just before the Friday proceeding the Monday on which your banner is to be hung. The diagram must conform to the one submitted and approved. Deliveries/pick up should be made to:

DEPARTMENT OF TRANSPORTATION
6201 E. LOMBARD STREET
BALTIMORE, MARYLAND 21224
ATTN: JEFF BOONE
PHONE: 410 396-9288

Cancellation Notice: If after you have applied, you decide not to have your banner installed, as a courtesy to other organizations that may wish to have a banner hung, please call the Permit Office at 410-396-1916 to cancel your request. Thank You.

EXAMPLE:

EXECUTIVE WOMEN'S NETWORK 6 TH ANNUAL TRADE SHOW ORIOLE PARK FOR INFORMATION: 410-484-3480
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BANNER DROP-OFF AND PICK-UP RECORD

PLEASE FILL OUT INFORMATION IN BLOCK 1 ONLY.

REQUEST GROUP	
BANNER SLOGAN	
LOCATION TO BE HUNG	
(DATES)	FROM: TO:
CONTACT PERSON	
PHONE NUMBER	

IF YOU NEED ANY ADDITIONAL INFORMATION, PLEASE CALL: (a) JEFF BOONE OR (b) VALERIE MATTHEWS AT 410-396-9288.

DELIVER TO: DEPARTMENT OF TRANSPORTATION, 6201 EAST LOMBARD ST., BALTIMORE, MD. 21224 BETWEEN THE HRS. OF 8:30 AM AND 3:30 PM, MONDAY THRU FRIDAY.

NOTE: PICK -UP ONE (1) WEEK AFTER TAKE DOWN DATE OR BANNERS WILL BE DISCARDED

OFFICE USE ONLY

DROP-OFF DATE @ ROOM 206	RECEIVED BY ROOM 206
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RECEIVED BY OVERHEAD CREW #138	
SIGNATURE:	PICK-UP DATE:

STORAGE ROOM #208	
DROP-OFF DATE:	BANNER IN BOX #

NOTIFY CUSTOMER			
DATE:		PERSON CONTACTED:	
DATE:			
RESPONSE:	YES		NO

CUSTOMER'S PICK-UP DATE:		SIGNATURE
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