

**Borough of Flemington**  
**38 Park Avenue**  
**Flemington, NJ 08822**  
**908-782-8840    908-782-0142 (fax)**

**STREET BANNER REQUEST FORM**  
**(BANNERS FOR MAIN STREET LOCATION ONLY)**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
SIZE OF BANNER: \_\_\_\_\_  
WORDING ON BANNER: \_\_\_\_\_  
PROPOSED LOCATION(S): \_\_\_\_\_  
REQUESTED DATES FOR DISPLAY: \_\_\_\_\_  
RESPONSIBLE PARTY: \_\_\_\_\_

Print Name

Signature

APPROVED \_\_\_\_\_  
Jeffrey F. Klein, Construction and Zoning Official  
DENIED \_\_\_\_\_ 908-782-8840 X224/jklein@historicflemington.com

**Criteria and Specification Requirements for Advertising:**

- Banners are 36 inches high by 288 inches wide (3 x 24 feet).
- Banners are to be printed on 18 oz. banner material.
- Print is to be double sided (in most cases).
- Grommets are to be placed in all 4 corners.
- Grommets are to be spaced every 24 inches along the top and bottom edge.
- Grommets - each side should have 5 grommets.
- The banner is to be hemmed with wind slits.
- **Banner must be dropped off at Borough of Flemington, 38 Park Ave., one week prior to display date**

\* Note: Dark colored backgrounds work best (white or light gray gets lost in the sky).

CROWN TROPHY, FASTSIGNS, PRINTECH and SHOUT are among resources that can design and print banners. A 10 day turnaround is necessary.

**\*\*\*MAIN STREET CONSTRUCTION PROJECTS MAY EFFECT BANNER REQUESTS AND MAY BE SUBJECT TO BANNERS BEING DISPLAYED AT AN ALTERNATE LOCATION.\*\*\***

**Steps to Advertise:** Contact Allison Purcell at the Borough of Flemington at 908-782-8840, extension 220 or [apurcell@historicflemington.com](mailto:apurcell@historicflemington.com) to check on availability and to request desired (week)s. Banner requests are on a **first-come, first-serve basis**. Maximum time a banner will be hung is two weeks and is based upon availability, as schedule allows.