

McMinnville Downtown Association  
**BANNER APPLICATION**

Agency/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Event Description \_\_\_\_\_

Email \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Fax \_\_\_\_\_

Message on Banner \_\_\_\_\_

PREFERRED Hanging Date (Wednesdays only) \_\_\_\_\_

PREFERRED Removal Date (Wednesdays only) \_\_\_\_\_ (Banners will be hung for two week periods)

**(Banners must be picked up promptly after their removal date.)**

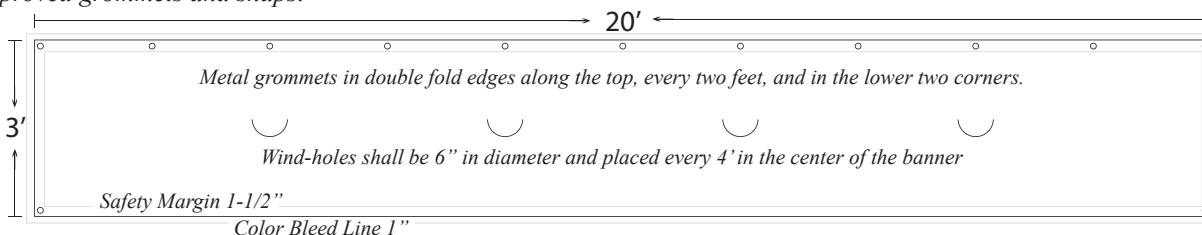
**FOR OFFICE USE ONLY**

APPROVED ☐ DISAPPROVED ☐ REASON \_\_\_\_\_

MDA Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Installed \_\_\_\_\_ Date Removed \_\_\_\_\_

**Banner Construction Requirements** Banners shall be 3 feet tall by 20 feet long. Metal grommets must be installed in double fold edges along the top, every two feet, and in the lower two corners. 3" double spring snap clips shall be placed in each grommet hole in the top and the ends of the banner. Banners will not be hung without approved grommets and snaps.



**File Setup/Submission Instructions**

**File Type:** PDF

**Color Format:** All files will be printed in CMYK format. Any file not submitted in CMYK format may cause a color shift when processed. We will not be held responsible for any color shifts that occur. Often in conversions from RGB to CMYK or PMS (Pantone Colors) to CMYK color modes color shifts occur.

**Resolution:** The minimum recommended resolution for Banners and Signs over 10 feet is 300ppi. All files must have a 1" bleed on each edge and include 1.5" of safety margin for all critical text.

**Hems:** 1.5" hems will be added to all 4 sides for additional durability and strength.

**Grommets:** Brass grommets will be installed in all 4 corners and along the top every two feet. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

**Complete Banner Package Provided by MDA/WEB3**

3' x 20' double sided digital printed banner ☐ \$457  
(clip rental, hanging/removal included)

**Applicant Supplied Banner**

Design meets specifications ☐ Yes ☐ No  
Banner has double spring snap clips attached ☐ Yes ☐ No (rent \$17)  
Hanging / Removal Fee ☐ \$40

Add all checked boxes for total amount due \$ \_\_\_\_\_

**WEB3  
Signs**



**Signage Solutions for Buildings and Brand**

