



## Highway Banner Policy

- Events and/or activities featured on banner must take place on Roanoke Island.
- Applications shall be processed in the order in which they are received and space is offered on a first come first serve basis. Completed package (Policy and Application), must be signed and returned for application to be considered.
- Applications will not be accepted for reservations more than one year in advance.
- Banners may be installed between June and December.
- The Town Planner shall review all applications, and at their sole discretion, issue a Banner Certificate.
- There is a \$100.00 banner installation/removal fee. The fee may be made payable to the Town of Manteo via cash or check.
- Event organization is responsible for providing banner for event and delivering it to the Town of Manteo Town Hall by 5:00 PM the Friday before the scheduled installation date.
- One banner per event may be displayed for a period of 14 days.
- Banners are installed and removed on Tuesdays only. Banner installation may be delayed due to inclement weather and banners may be removed early due inclement weather.
- Promotion of each event is limited to a total of 14 days per calendar year.
- Banner size may not exceed 4' height x 24' width.
- Banners shall be constructed, designed and fabricated according to specifications approved by the Town of Manteo, to include but not be limited to wooden stays, eye bolts, and wind vents.
- Applicant must pick up banner at the Manteo Town Hall no later than one (1) week after banner is removed. Failure to collect banner may result in disposal of banner and hardware.
- Any banner that becomes torn, damaged or destroyed shall be removed as soon as practicable.

I, \_\_\_\_\_ have read and understand the Highway Banner Policy and agree to the terms.

\_\_\_\_\_  
Event Applicant Signature and Title

Date: \_\_\_\_\_



## Application for Highway Banner Certificate

Event Organization: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Requested:  
Beginning: \_\_\_\_\_ End: \_\_\_\_\_

Applicant:

\_\_\_\_\_  
Event Applicant Signature and Title

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Corridor Administrator Signature and Title

Date: \_\_\_\_\_

RETURN APPLICATION TO:

Erin Burke, Town Planner  
Town of Manteo  
PO Box 246  
407 Budleigh Street  
Manteo, NC 27954