



## **Banner Display Policy**

Approved by Burgess and Commissioners

April 8, 2019

Revised June 10, 2019

Revised July 22, 2019

Revised September 5, 2023

Only the Town of Middletown has the authority to hang and remove banners at the banner pole site. No person or organization may hang a banner on the banner poles. The Banner Display Policy must be followed to have a banner hung at the Town of Middletown's banner pole site. Applications for Banner Display can be found at [www.middletown.md.us](http://www.middletown.md.us) and attached to this policy.

Banners are limited to advertising or commemorating events sponsored by the Town of Middletown or non-profit groups within the 21769 zip code. Organizations are limited to hang 1 banner for their event, unless there isn't another organization banner scheduled, then an organization can display in both banner locations. This includes banner requests submitted after any organization's original two banner submission approval.

All Town of Middletown and its committee's banners and town sponsored events will take priority and will be hung on the top.

To display your organization's banner, an application must be submitted 60 working days prior to the day the banner is to be displayed.

Applications must be accompanied with a sample sketch of the proposed banner.

Banners must be delivered to the Middletown Municipal Building, 31 W. Main Street 7 business days prior to approved hang date. Banners must be picked up within 7 working days after they are taken down; banners that are not picked up within the specified time period will be discarded.

Banners should meet the following criteria to withstand the elements of the weather:

- Double sided
- Size - Banner size must be 36 inches high by a maximum width of 360 inches wide
- Material – 18 oz vinyl recommended with 1-inch-wide webbing sewn all around with reinforced corners
- Grommets – ½ inch grommets every 2 feet on top and bottom

- Wind Slits required on all banner sizes

**Banner Prohibitions:**

- No commercial advertisements, religious, political, or ideological banners. Sponsors of events logos are allowed.
- No inappropriate material including but not limited to: offensive language, hate speech, and/or content considered derisive.

Decisions on the appropriateness of banners will be solely decided by the Town of Middletown. Any banner that does not comply with the above criteria shall not be displayed.