DOWNTOWN BANNER PROGRAM
Downtown Springfield, Inc. (DSI), a non-for-profit organization, operates the banner program under a licensing agreement with the City of Springfield. The program includes considerations of banner appearance, banner content, etc. Accordingly, DSI has developed this program to best achieve the goal.

DSI has contracted with Ace Sign Co. to administer, design, manufacture, install, and remove banners. Ace charges DSI for these services.

MANUFACTURING
Ace Sign Co. offers top quality outdoor banners. For more specifications on the production of these banners, please see the enclosed attachment. Banners are usually completed in seven to ten working days. Banners generated outside of Ace will be considered for display; but must fall within the specifications and requirements of the downtown banner program.

NUMBER OF BANNERS
A minimum of 10 banners, enough for five poles, is necessary to maintain reasonable manufacturing costs. The number of poles is then limited only by the availability. (See attached availability chart).

POLE SELECTION
Ace Sign Co. maintains a listing of pole availability. If you have not received this information in your packet or are in need of the updated schedule, please contact your sales representative immediately. Pole reservations are firm upon payment of the pole rental charge, installation and removal fees.

STORAGE & SAFE KEEPING
Reusable banners can be stored by Ace Sign Co. for no charge.

DESIGN
Ace Sign Co.'s professional design team will work with you to create the perfect downtown banner design for your organization. Quality appearance and content are highly regarded in our downtown designs. Any designs for downtown banners generated outside of Ace must be submitted for design review.

COMMERCIAL ADVERTISING
Banners are not available for commercial advertising. However, DSI will permit the lower 10% (bottom 10 inches) of each banner to list a sponsor.

DSI will consider a business banner in the case of a significant anniversary starting at the 5th year and in 5-year increments thereafter.

COSTS
Please see the attached ordering form for pricing. Just select the number of banner you will be producing and add on the additional charges for installation, removal, and pole rental. 

Payment must be received at least two weeks prior to service.

Make Checks Payable to:
Downtown Springfield, Inc.
Mail Payments to:
c/o Ace Sign Co
2540 South First Street
Springfield, IL 62704

www.acesignco.com    info@acesignco.com    2540 S. 1st St. Springfield, IL 62704   217-522-8417    fax (217) 522-6842
ORDER FORM

Ace Sign Company makes ordering easy! Fill in the necessary information below. Then call, fax, or e-mail our sales team with your order.

BILL TO:

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LOCATIONS:

Please be sure to also fill out all of the information at the top of the attached map and circle the poles you wish to occupy based on the availability chart provided.

PRODUCT | DESCRIPTION | SIZE (HxW) | PRICE | QTY. | TOTAL
---|-------------|------------|-------|------|-------
Banners | Digitally Printed Banners | 18 oz. Double Sided Banner with Pole Pockets | 99" x 30" | $175 |

Maintenence

Installation | installation of Banner (priced per banner) | NA | $17 |
Removal | removal of Banner (priced per banner) | NA | $17 |
Pole Rental | rental cost (priced per pole / per month) | NA | $10 |

Design

Banner Design | standard one time design fee for your custom banner | NA | $32 |

*all banners are 30" x 99" double side printed w/ grommets and 3' pockets top & bottom

PAYMENT METHOD:

After placing your order, payment will need to be sent AT LEAST TWO WEEKS prior to the date of installation. Your requested time slot will not be locked in until payment has been received.

ORDERING:

TO ORDER CALL US AT
217-522-8417

SEND ORDERS TO:
Ace Sign Company
2540 South First Street
Springfield, IL 62704

FAX: 217-522-6842
E-MAIL: info@acesignco.com

WRITE CHECKS TO:
Downtown Springfield, Inc.

SEND PAYMENTS TO:
c/o Ace Sign Company
2540 South First Street
Springfield, IL 62704

Purchase Order # __________________________
Auth. Signature ____________________________

Finish products can not be guaranteed unless proof is approved or camera ready artwork has been provided. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. WARRANTY - All signs MANUFACTURED & INSTALLED are guaranteed, for a period of 1 year from the date of installation, to be free of defects in material and workmanship. Defective parts will be replaced, during the first 90 days, without charge for both labor and materials. Defective parts will be replaced, after 90 days up to 12 months, without charge for materials only. THIS WARRANTY DOES NOT APPLY TO LABOR INCURRED BEYOND 90 DAYS AFTER INSTALLATION.
DSI Pole Banner Template

99” x 28.5” x 18 oz. Banner - Double Sided
4” Pole Pocket (Top & Bottom)
Two Banners Per Pole

SCALE: 3/4” = 1’

BANNER PRODUCTION SPECS:
produced with 18 oz. black-out vinyl material
hems are heat-sealed (HEMS CANNOT BE SEWN)

*Proofs will predict design layout, text accuracy, image proportion and placement. Colors on a digital screen or printed proof may not reflect actual color.