



APPLICATION TO DISPLAY BANNERS FROM LAMPPOSTS

Applicant Information:

Name of Organization: _____

Address of Organization: _____

Officers and Directors of Organization: _____

Addresses of Officers and Directors: _____

Name of Primary Contact Person, Phone number, Email and Fax: _____

Name of Festival: _____

Description of the Festival: _____

Location, Date and Time of Festival Event(s): _____

Scheduled dates of Festival/Convention: _____

Requested dates banner to be displayed (not to exceed duration of 14 days): _____

Application is hereby made to obtain permission to install and display a total of _____ Banners from lampposts in accordance with Section 41, Article 22, Revised Ordinance, at the following locations.

Mark appropriate boxes and clearly print or type requested information.

A. AUTHORIZED STREETS to promote a festival (a series of at least five public events sponsored by a community organization, held within the City and County of Honolulu during a period of at least 10 consecutive days.)

Kalakaua Avenue, between Ala Moana Blvd. & Kapahulu Ave. (113)

Ala Moana Boulevard, between Atkinson Dr. & Kalakaua Ave. (58)

King Street, between Bethel St. & Kapiolani Blvd. (52)

Bishop Street, between Queen St. & Hotel St. (19)

Total of ____ banners requested to be displayed. ____ x \$65 fee per banner displayed.

B. CONVENTION CENTER ZONE STREETS to promote a convention at the center, the Hawaii Convention Center must submit the application on behalf of convention.

Atkinson Drive, between Kapiolani Blvd. & Kahakai Dr. (3 poles – 2 banners per pole)

Kapiolani Boulevard, between Kalakaua Ave. & Atkinson Dr. (5 poles – 2 banners per pole)

Kalakaua Avenue, between Ala Wai Blvd. & Kapiolani Blvd. (10)

Total of ____ banners requested to be displayed. ____ x \$65 fee per banner displayed.

Please submit the following to complete the application:

1. A specimen of the banner to be displayed, incorporating the identical material, fasteners and artwork to be used in all the banners to be displayed.
2. An agreement by the applicant that it shall bear the full expense of producing the banners.
3. A copy of the charter of incorporation of the applicant.
4. A prepaid fee of \$65.00 per banner to be displayed. \$65 x number of banners = Prepaid Fee. Checks made payable to: The City and County of Honolulu.

- An agreement by the applicant to assume the defense of and indemnify and save harmless the City and County of Honolulu (CITY), its officers and employees from all suits, actions, damages or claims to which the CITY may be subjected resulting from the display, maintenance and removal of the banners from lampposts situated on authorized streets or convention center zone streets. The CITY shall not be held responsible for returning the banners to the community organization or the Hawaii Convention Center or the Hawaii Visitors Convention Bureau in their original condition.

NOTE: Approval of this application is required no later than forty (40) working days (eight weeks) prior to the requested date the banner is to be displayed.

Banner display requests are on a first come, first served basis. Pending availability for requested display dates and banner art design approval, application approval will be final when all conditions are fulfilled including the required fee prepayment is received by the City and County of Honolulu.

- Submit completed application to: Traffic Signals and Technology Division, 2nd Floor, Fasi Municipal Bldg. 650 South King Street, Honolulu, Hawaii 96813. & Email completed application to iontiveros@honolulu.gov Phone: (808) 768-8392 for assistance. Fax: (808) 768-4446
- Submit banner art design to the Mayor's Office of Culture and the Arts for approval. Email design to: moca-info@honolulu.gov. Phone: (808) 768-6622 for assistance. Fax: (808) 768-4215
- Submit manufacture design of the banner to the Public Building & Electrical Maintenance Division for approval. (Size and dimension requirements.) Email design to: mhall1@honolulu.gov Email or Phone (808) 768-5300 for banner specifications and assistance.

----- With the aforementioned (3) steps completed -----

- Submit banners and materials no less than two (2) weeks prior to installation to: DFM/Street Lighting, 999 Makolu Street, Building #15, Pearl City, Hawaii 96782. Email: kmow1@honolulu.gov Phone (808) 768-5303 for assistance.

This agreement by the applicant to assume the defense of and indemnify and save harmless the City and County of Honolulu (CITY), its officers and employees from all suits, actions, damages or claims to which the CITY may be subjected resulting from the display, maintenance and removal of the banners from lampposts situated on authorized streets or convention center zone streets. The CITY shall not be held responsible for returning the banners to the community organization or the Hawaii Convention Center or the Hawaii Visitors Convention Bureau in their original condition. This agreement by the applicant that it shall bear the full expense of producing the banners and providing necessary materials to install said banners.

The Applicant agrees to the aforementioned conditions indicated by signing below.

Signature of Applicant	Date	Printed Name of Applicant	Date
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APPROVAL RECOMMENDED BY: (Signature and date)

DTS (available dates): _____

MOCA (artwork design): _____

DFM (size/dimensions): _____

DFM (final installation): _____