

WOODSTOCK COMMUNITY EVENT SIGN

Rules and Regulations for Sign Users

Eligibility

Only event which are sponsored by Woodstock community service organizations, not-for-profit organizations, churches, schools, school clubs, parents/teachers groups, civic groups (which are registered at School District, City, County, State or Federal levels), or events sanctioned by The City of Woodstock, or The Woodstock Chamber of Commerce as "Official Community Events" may use the sign for announcing events. Use by individuals, for-profit businesses, their business organizations or trade organizations are prohibited unless those events have been sanctioned by The City of Woodstock, or The Woodstock Chamber of Commerce as "Official Community Events".

Rules Governing Text and Sign Face Use

The Woodstock Chamber of Commerce has the authority to edit text of the signage being requested, as it deems necessary. One complete line of blank text must remain between messages. We no longer honor one-side rental requests.

Rules for Sign Use Scheduling

All reservations for sign use must be made through The Woodstock Chamber of Commerce office. Full payment must be made at the time the application is submitted.

Cancellations of confirmed reservations must be made (4) four weeks prior to the scheduled date of sign use in order for a refund. No other refunds will be considered. All rental costs are to be paid by cash, credit card, or check (payable to The Woodstock Chamber of Commerce).

No signage may run for less than (1) one week. A maximum of (2) weeks will be allowed for posting of any event.

Signage copy will be changed or adjusted each Monday.

Rental Fee

These weekly rental fees are based on the number of lines used. One week is Monday thru Sunday.

| | |
|-----------------|----------|
| 1 - 3 Lines | \$50.00 |
| 4 Lines | \$75.00 |
| 5 or more Lines | \$100.00 |

CHAMBER / CITY OF WOODSTOCK COMMUNITY EVENT SIGN

Date of Event: _____

| | |
|--|-----------------------|
| Organization Name: _____ | Applicant Name: _____ |
| Address: _____ | Address: _____ |
| Telephone: _____ | Telephone: _____ |
| Contact Email: _____ | |
| Date: _____ | Signature: _____ |
| Payment Type <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard | |
| Card Number _____ Exp. Date ____ / ____ | |

Requested dates for sign use:

Week 1: _____ Week 2: _____

Please place requested text in the area below. (Use one blank square between each word)

| | | | | | | | | | | | | | | | | | | | |
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Basic Rules:

1. The Woodstock Chamber of Commerce, 136 Cass Street, Woodstock, Illinois 60098 (815) 338-2436, is the managing body for sign use and scheduling.
2. The sign is scheduled on a first come first serve basis.
3. The sign may not be scheduled, nor may an application be submitted more than 6 months in advance.
4. All applications must be **paid in full** with this application when submitted.
5. More detailed rules and regulations are available upon request.
6. Questions, comments, suggestions and concerns may be mailed to:
Woodstock Chamber of Commerce, 136 Cass Street, Woodstock, Illinois 60098.

These weekly rental fees are based on the number of lines used. One week is Monday thru Sunday.

| | |
|------------------------|----------------|
| <u>Number of Lines</u> | <u>2 Sides</u> |
| 1 - 3 Lines | \$50.00 |
| 4 Lines | \$75.00 |
| 5 or more Lines | \$100.00 |

There is a minimum charge of \$50.00 (the 1 to 3 line fee) for any sign use