

Banner Submission Process

Four sections are available at the corner of Clark and Boulevard for posting 3' x 8' banners for a two-week period.

As of January 1, 2020, the following regulations will be followed:

- Banners will only be accepted from not-for-profit organizations. Business and/or political advertisements will not be posted.
- Reservation forms will need to be completed **before** the banner can be accepted. Banners will be scheduled on a first come, first serve basis. Banners that have been submitted will not be finalized for the schedule until viewed and approved yby a Parks and Recreation employee.
- Banners for the same event can be displayed once every 90 days.
- Banners will need to be delivered to the Parks Department, 2nd floor City Hall, a minimum of 2 weeks in advance of the scheduled posting.
- Banners are put up and taken down on the first and third Mondays (for a two-week period) only.
- Banners will be returned to City Hall within 7 days of being taken down.
- Organizer will have 30 days to pick up the banner from City Hall, Parks and Recreation Department.
- All banners not picked up after 30 days will be discarded.
No exceptions.



Banner Submission Form

Mexico Parks & Recreation Department

Only banners for Public Events can be accepted.
Banners cannot be accepted from For Profit Organizations.

Name		Date Submitted	
Organization		Event Description	
Address			
Phone		Event Date	
Email Address		Dates Requested	First & Second Weeks Third & Fourth Weeks
Signature		Date	