

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 July 26, 2019, these regulations will be followed:

- Banners will only be accepted from not-for-profit organizations. Business 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 approval by a Parks and Recreation employee.
- 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 seven days of being taken down.
- Organizer will have 60 days to pick up the banner from City Hall, Parks and Recreation Department.
- All banners not picked up after 60 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	