

City of Poulsbo



COMMUNITY SIGN BOARD REQUIREMENTS

The City of Poulsbo has two community signboards available for rental to promote nonprofit organization special events and community activities. Signs are located along Highway 305 at the Hostmark intersection as well as between Viking and Bond.

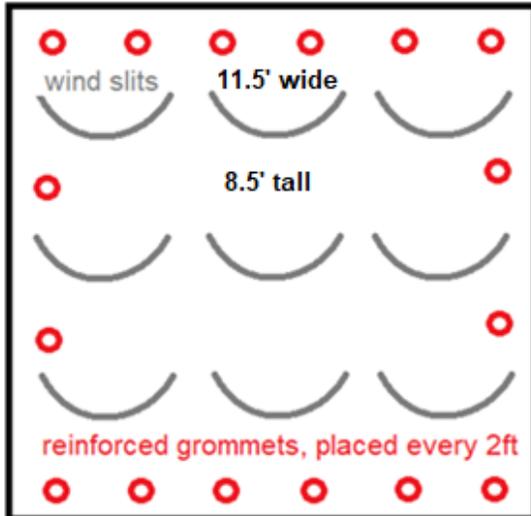
To learn how to install the banners, visit @PoulsboParksRec Youtube: <https://youtu.be/VIOEmrj1Ogk>

Banner Requirements

- Maximum size allowed: 11.5' wide x 8.5' tall (138" wide x 102" high)
- 18 oz double sided vinyl
- Wind slits - see below
- Reinforced grommets spaced every 2 feet

Visual of Banner Requirements

vinyl, double-sided in color



EXAMPLE:

Sign 305 between Bond Rd. and Viking Ave
note size is 11.5' x 7.5' tall



Previous renters have used the following local companies for their signage production:

Sound Reprographics, Blue Sky Printing.

**For informational reference only, does not signify any recommendations by the City*

City of Poulsbo



BANNER RENTAL STEPS

How to change the HWY 305 Community Signs

Watch the banner installation video our @PoulsboParksRec YouTube: <https://youtu.be/VIOEmrj1Ogk>.

Installing your banner:

1. Use yellow lever to lower the top frame.
Remember, lefty loosely righty tighty for crank movement.
2. Use the carabiner clips found in the black box (pictured.)
The code for the black box is 751.
3. Lay out your banner. Make sure each grommet hole in your sign has a carabiner clip attached to it.
 - a. Using the carabiner clips: Position the carabiner clip facing the seam of the grommet and insert making sure the clip is secure. The carabiner's narrow end is looped through the grommet.
4. Attach the banner to the sign frame by clipping the carabiners to the recently lowered top frame. Using the yellow lever, raise the banner, incrementally stopping to clip in each vertical carabiner. This is easiest with 2 people, but doable by yourself.
5. Make sure the banner is attached to all sides of the frame, with all carabiners facing the same direction. Using the yellow lever, you will tighten the banner so that it is taut. Do not over-crank as you will cause damage to your grommets and banner; the grommets can easily rip out.



Taking down your banner:

6. When taking down your banner, you will want to release tension to your sign and unclip the bottom frame carabiners first. Using the yellow lever to lower the banner incrementally, continue to unclip the side carabiners, until you have lowered the top frame entirely. Then you can unclip the top frame carabiners.
7. Finish by placing the carabiners back in the black lock box where you found them (pictured.)

