

Transit Poster Application



CMHC Granville Island Public Affairs & Programming Transit Posters

Area: Public Affairs & Programming
Date: March. 1, 2000
Topic: **Transit Shelter Event Posters** at various locations on Granville Island
Responsibility: Manager, Public Affairs and Programming

Authorization

1.0 Purpose

To outline Granville Island policy and procedure on the scheduling, posting and strike of cultural and cultural event transit posters at various locations on Granville Island,

2.0 Policy

- 2.1 The transit shelter poster space is to be used for the posting of promotional posters advertising Granville Island cultural and recreational events all year.
- 2.2 Event producers requesting use of this space are asked to do so, by completing the attached application form, giving detailed purpose and timing of event.
- 2.3 Poster copy and graphics must be approved by Granville Island Public Affairs Programming prior to poster installation.
- 2.4 Posters are posted and taken down on Monday mornings. It is the responsibility of the event coordinator to ensure that the posters are delivered to the **Granville Island Administration Offices, located on the 2nd flr at 1661 Duranleau Street, by 4 pm on the Friday, prior to the scheduled Monday placing.**
- 2.5 The poster size is **48 inches wide x 72 inches long**. Lamination is strongly suggested as the transit shelters are not waterproof.
- 2.6 Usage of transit shelter poster space is limited to two-week increments beginning and ending on Mondays. If space allows, and the event is running longer than two weeks, there is the possibility of an extended poster placement. Allotments for extending posting periods is at the discretion of Granville Island Public Affairs & Programming, subject to their approval, and barring no competing events. Where groups have conflicting needs for the use of the space, Granville Island sponsored events (e.g. annual cultural events, such as festivals) shall take precedence. Otherwise kiosk space is allotted on a first-come, first-served basis.
- 2.7 Following the removal of the posters, it is the responsibility of the event coordinator to ensure that the posters are picked up from the Granville Island Information Centre no later than 72 hours afterwards. Failure to do so will result in disposal of the posters.
- 2.8 **Transit shelter poster space is never guaranteed and the CMHC Granville Island Management may remove any poster at its discretion without notice.**
- 2.9 Granville Island Management assumes no responsibility for loss or damage to any materials or bodily injury, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of any of the above.

Transit Poster Application Form



Applicant Information

Organization: _____

Contact Person: _____

Phone: (Bus.) _____ (Fax) _____ (email) _____

Transit Poster Information

Transit Poster date request: from: _____ to: _____

2nd choice: from: _____ to: _____

Event to be promoted: _____

Date(s) of event: from: _____ to: _____

Transit Poster description (copy & design): _____

a) copy and design must be approved by CMHC-Granville Island, Public Affairs & Programming

b) please attach a copy of the transit poster layout

Names of sponsors appearing on the poster: _____

Technical specifications

- Poster size is 48 inches wide X 72 inches long
- Lamination is strongly recommended as the transit shelters are not waterproof
- Posters are to be delivered to the Granville Island Administration Offices, 2nd flr 1661 Duranleau St. by 4 pm Friday, prior to the scheduled Monday placement.

For Office Use Only

Date Received: _____

Notes:

Approved: YES NO

Return completed application to:

CMHC Granville Island, Public Affairs & Programming
1661 Duranleau Street, Vancouver, BC, V6H 3S3 Fax- 666 7376