



Office Use:
Check # Rec'd: _____
Amount of Payment: _____
Date of Payment: _____

Signboard Usage Request Form

The Hotchkiss Community Chamber of Commerce owns and maintains three sign boards located at the entrances of Hotchkiss and makes this space available to aid in the promotion of community events. Since there can be conflicts relating to numerous events taking place simultaneously; debate regarding what messages are appropriate for the Chamber's sign boards, as well as issues relating to scheduling of personnel to change these signs in a timely manner, the Chamber has adopted the following standards in regard to sign board reservations and servicing.

- 1) The Chamber generally follows a "first come, first served" policy for signboard usage requests; however, in instances where signboard space is requested for the promotion of more than one event during the same sign posting period, the Chamber maintains a priority system when deciding which events to promote. The list below indicates, in order, which categories will be given preference.
 - a. Hotchkiss Chamber events, or Chamber sponsored events.
 - b. Hotchkiss-based non-profits holding events in Hotchkiss.
 - c. North Fork-based non-profits holding events in Hotchkiss.
 - d. Other non-profits holding events in Hotchkiss.
 - e. Non-profits holding events elsewhere in the Valley (Paonia, Crawford).
- 2) The Chamber will not post notices to advertise events for a specific business (sponsorships excepted), or for religious or political purposes. With Board approval, exceptions may be made for charitable activities undertaken by business, religious or political groups, so long as the primary purpose of the event is not to benefit or promote, directly or indirectly, any specific business, religious or political group.
- 3) Approved messages must not violate any provision of the Chamber by-laws.
- 4) Sign boards will be available Sunday through Sunday, and may be reserved for one week at a time.
- 5) **The signage fee is \$50/week for all three signs**, or \$20 per sign if fewer than three are needed.
Payment must be received prior to signs being posted.

Signage Application

Name of Organization: _____ **Name of Contact:** _____

Phone # of Contact: _____ **Email of Contact:** _____

Date Request Submitted: _____ **Applicant's Signature:** _____

By signing this form you agree that The Hotchkiss Community Chamber of Commerce assumes no liability regarding your use of its services.

Week to post (list dates Sunday through Sunday): _____

Below, please list the message as you would like it to appear. All three signs have three lines and 28 characters per line (including spaces and punctuation).

Message: _____

Please submit this form and payment to: Hotchkiss Community Chamber of Commerce P.O. Box 158 Hotchkiss, CO 81419 or email to: hotchkisschamber@gmail.com. For questions, please call Nathan at 970-589-2903