



City of Knoxville Banner Request Form

Office of Special Events: (865) 215-4248 • Fax: (865) 215-4298
Email: Efrank@cityofknoxville.org
City County Building • P.O. Box 1631 Suite 578 • Knoxville, TN 37901

Event: _____ Event Date: _____

Contact: _____

Phone: _____ Cell Phone: _____ Fax: _____

Address: _____

Email: _____ Number of Banners: Pole - _____ Street - _____

Sponsors of Event: _____

Requested Installation Date: _____ Dismantle Date: _____

To be installed by: City of Knoxville (arrangements should be made 1 week prior to installation date)
 Other Professional Banner Installation Company: _____

Banner space must be reserved through the City of Knoxville Office of Special Events.

All final banner designs must be approved by the Office of Special Events.

The City of Knoxville is not responsible for the production cost, installation or maintenance of the banners. Requests are examined on a first come first serve basis. Consideration will not be given for banner requests of one month or less.

Location Requested:

Pole Banners:

- Church Street** from Gay Street to State Street – 4 Banners
- Church Street** from Market Street to Gay Street – 3 Banners
- Clinch Avenue** from Market Street to Henley Street – 7 Banners
- Gay Street** from Church Street to Summit Hill – 56 Banners
- Gay Street** from Summit Hill to Magnolia – 17 Banners
- Henley Street Bridge** from Hill Avenue to Blount (both sides of bridge) – 42 Banners
- Market Square Mall** – 20 Banners
- Western Avenue Viaduct** from Dale Street to Henley Street – 25 Banners

Street Banners:

- Fountain City Park**
- Old City** - Across Central Ave.

Stage Banner:

- Market Square Stage** – Please provide dimensions of banner: _____

Banner Specifications:

Pole Banner: Exact sizing is required for pole banners, 2' x 6' – 13oz. vinyl two color screen-printed banners. Finished with pole hem top and bottom (to accommodate a 2⁵/₈" pole) and webbed on all sides. Wind scallops as needed. Double sided on a stock solid color background. Installation by City of Knoxville Traffic Engineering is \$25.00 per crewmember per hour.

Street Banner: Maximum banner size is 30' x 4'. Banner top does not require rope, but requires grommets every 2'. Banner bottom requires 1/4" diameter rope. This rope can be sewn in or installed by using grommets. Bottom requires 10' minimum of rope be left at each end. Installation by City of Knoxville Traffic Engineering is \$200.00 per banner.

Market Square Stage Banner:

This banner would hang **over** the stage: width: 5'; maximum length 32'; with grommets spaced 16" apart to provide secure installation. Installation by City of Knoxville Public Service is \$200.00 per banner.