



Community Event Signage Contact Form

Please mail, fax, email or drop off the following information in order to display a sign.

Event

Event Date*

Event Location**

Sponsoring entity

Contact person

Telephone number

Please note: Your event sign may be hung two weeks/weekends prior to your event and must be removed within 24 hours after the event has taken place. Either..

Mail to: Sandwich Visitors Services Board
Post Office Box 888
Sandwich, MA 02563

Fax to: Town Hall, Selectmen's Office
Subject: Community Events Sign
508-833-8045

Drop off at: Sandwich Town Hall, Selectmen's Office, 130 Main Street

Community Event Signage Specifications

A. Intent

The Community Event sign frames were installed by the Town of Sandwich at three prime locations to provide a neat, clean and reusable space to advertise local, non-commercial events and to eliminate uncontrolled and indiscriminate display of substandard signs. The three locations are on Route 6A/Dewey Ave, Route 130/Wing School, and Cotuit Rd/Route 130.

B. User Criteria

1. Any not-for-profit or community spirited group (**exceptions are noted below**) may use the sign frames provided the following regulations are practiced:
 - a) Signage inserts must conform to the size, materials and colors as specified below (see C.).
 - b) Signs **may not be used** for on-going fundraisers such as **capital or political campaigns**, may not promote **political candidates, advertise flea markets** or promote **“for-profit” entities**.
 - c) ****If the use of town land is being requested, a letter of request and a certificate of insurance naming the Town as additional insured for the specific date and event must be submitted and on file with the Board of Selectmen’s Office, Town Hall, 130 Main Street, Sandwich, MA 02563 prior to the event. Call 508-888-4910 with any questions.**
2. *Signage inserts shall not be displayed earlier than **two weeks prior** to the event. Signage inserts must be removed **within 24 hours** after the conclusion of the event. The phone number of the responsible person shall be shown on the edge of the sign insert.
3. Depending on the size of the inserts selected, between 3 and 5 inserts can be displayed within the sign frame (see C). Every effort should be made to limit the vertical size to 9" to maximize the number of events that can be posted. Usage shall be on a “first come” basis.
4. It shall be the users responsibility to construct, display and remove their own signage. The Town of Sandwich and/or the Sandwich Visitors Services Board take no responsibility whatsoever for the safety and maintenance of the sign insert.

C. Sign Insert Specifications

1. All sign inserts must be 48 inches wide and either 9, 12, or 15 inches high. Letters should be of a size readable from the nearby roadway. **Remember that the passers-by have limited time to read the signs – limiting the contents to the “what, when and where” will give your sign the most impact.**
2. All sign inserts should be constructed of ¾ inch thick, medium density overlay (MDO) plywood.
3. Sign inserts must be painted on both sides with at least two coats of **white** paint or primer.
4. Insert design, font style, lettering size, lettering color and artwork are at the discretion of the owner. **Background must be white.** Sign information must be displayed on both sides except for the insert for Cotuit Rd/Route 130, which is one-sided.

(Community signs page 2)

5. All sign inserts must have the following hardware:
- On the top of the sign - two closed eyebolts, with a ¼ inch diameter shank, 3 ¾ inch long placed 12 inches in from each side.
 - On the bottom of the sign – two **open** eyebolts, ¼ inch diameter, 3 ¾ inches long placed 12 inches in from the sides.
 - The long shank eyebolts are needed to support the weight of the signs. Pre-drill appropriate size holes for the bolts so the board does not split. It is recommended that a ¼ inch washer and epoxy cement be used to seal the hole. Pre-drill appropriate size holes in sign boards to accept the eye bolts without splitting the board.
 - Following the above specifications, you can ensure that your sign will be durable (important cost saver for an annual event), will not detach from the other signs and will be readable to drivers passing by.

D. Signage Oversight

The Sandwich Visitors Services Board will oversee the proper use of the Community Events sign frames as of August 2, 2002. If signs do not meet the specifications, the Visitors Services Board will request that the responsible person remove the sign. If the sign is not removed promptly, the sign will be taken down and placed at town hall for pick up within 1 week.

The members of the board appreciate your cooperation and wish you the most success for your event.

