



# TOWN HALL WINDOW DISPLAY APPLICATION

Please submit applications to Carey Craig at [ccraig@pendleton.in.gov](mailto:ccraig@pendleton.in.gov)

## 1. ORGANIZATION/BUSINESS INFORMATION

Organization Name

-or- Business Name

Display Schedule Preference Date #1

 - 

Display Schedule Preference #2

 - 

Display Schedule Preference Date #3

 - 

Display Schedule Preference Date #4

 - 

Organization Website Address (if applicable)

Business Website Address (if applicable)

Brief Description of Display (Attach renderings of display ideas to application)

Non-Profit Organization

 Yes or No

## 2. APPLICANT CONTACT INFORMATION

Applicant Name

Contact Person

Phone Number

Email Address

Address

City/Town

State

Zip code

Applicant Facebook Page (if applicable)



## **Town Hall Window Display Guidelines**

The art of window display has traditionally played a significant role in the spirit and culture of the Pendleton Downtown District. The **Placemaking Advisory Team** is accepting sponsorship applications for decorating the two window bays of the Town Hall Council Chambers. Each window space provides an area of approximately 5' x 6', for a total 30 square feet per window for your imagination and creativity.

A total of six (6) sponsors will be selected each year, based on the following schedule:

**DISPLAY SCHEDULE:** January 1 – February 28  
March 1 – April 30  
May 1 – June 30  
July 1 – August 31  
September 1 – October 31  
November 1 – December 31

### **WINDOW DISPLAY GUIDELINES:**

1. Applications accepted year-round and reviewed in order received. Each sponsor limited to one (1) submittal per year unless filing a vacancy.
2. Local non-profit groups, organizations and/or businesses are eligible to apply.
3. Display set-up and tear-down must take place during Town Hall public open hours and is limited to three (3) business days for each. Generally, the first week of each display schedule is reserved as a transition week to allot time for tear-down and set-up. Beyond the time necessary for set-up/tear-down, the display must remain in place for the duration of the awarded time.
4. Set-up/Tear-down may not take place during meetings scheduled in the Town Council Chambers. Sponsors shall coordinate and confirm dates & times for set-up/tear-down with Town Staff.
5. Sponsors shall refrain from including business-related announcements, promotions, product-related or business-related advertisement as part of the display. The Town of Pendleton will provide (1) 8x10 Courtesy Sponsor Thank You sign in window.
6. Displays shall not contain political/religious content and/or be offensive in nature.
7. Sponsor is responsible for providing all materials for the display. The Town of Pendleton can provide (2) 6 feet tables upon request.
8. Displays are limited to the window bays and cannot extend past the doorframe.
9. Materials and other items cannot be affixed to the windows or walls. No tape, nails, tacks, staples or pins can be attached to any wall or window.
10. No open flames or items creating a fire or safety hazard may be used for the display.
11. Displays showcasing Pendleton and its heritage is encouraged.
12. Application to provide display idea and/or renderings. Attach sketch or description of display to application.