

TEMPORARY EVENT SIGNAGE REGISTRATION FORM

Please lodge your application no later than 6 weeks prior to the event.

Event Name: _____

Event Date: _____ (signage displayed 2 weeks prior to event subject to availability)

Contact Name: _____

Contact Number: _____

Contact Email: _____

You are required to provide a proof of the sign layout design to the Hindmarsh Shire Council Tourism and Economic Development Officer. If no proof is presented for approval, your request for temporary event signage will not proceed.

Temporary Event Signage

Up to 2 event signs will be displayed subject to availability. Where possible we endeavour to place your signs in your preferred location.

How many signs do you have?

Please number in order of preference.

1. Western Highway (Melbourne entrance)

2. Western Highway (Adelaide entrance)

Note:

A request for signage to be displayed outside the normal parameters (2 weeks prior to event) will be considered if space permits and it's not outside of the 3 months leading up to the event. See back of this form for full guidelines.

Would you like to take up this offer?

if yes, from which date: _____

TEMPORARY EVENT SIGNAGE GUIDELINES

- Event organisers will be responsible for the printing and costs associated with the core flute signs.
- Signs are to be made with core flute board. Signs are to be 900mm high by 2300mm wide to fit frames provided.
- Signage to be kept simple and easy to read
 - Signage should indicate: What? Where? When?
 - Signage can incorporate Logo or Image subject to approval
 - Lettering must be more than 100mm high
- A sign layout proof is required for approval by the Hindmarsh Shire Council Tourism and Economic Development Officer; otherwise your event signage request will not proceed.
- Up to 2 signs per event subject to availability
- All temporary signage will be displayed for up to 2 weeks prior to the event, unless permission is granted for a longer period. Signage will be taken down after the event.
- Signage is put up and taken down by council staff.
- A request for signage to be displayed outside the normal parameters will be considered if space permits and it's not outside the 3 months leading up to the event.
 - Upcoming events take precedent; your sign may be substituted at any time for an event occurring at an earlier date.
 - Signage will be subject to the same approval standards.
- The Sign/s must to be delivered to the Nhill Customer Service Centre 92 Nelson Street, 3 weeks prior to the event.
- Signs will not be displayed until your event has received a letter from Council giving Conditional Approval for the event, as part of the event permit process.
- You are required to collect your sign from the Nhill Customer Service Centre within 1 week after your event. If signs are not collected after 1 month they may be destroyed, as there is limited storage space at the council depot.



Note: Unauthorised event signage displayed at these locations or on Road Reserves without approval *will be removed*.

Statement by Applicant*	
I have read, understood and agree to the above conditions and indemnify the Council against all actions resulting from the installation of a temporary event sign(s).	
Signature*:	
Name printed*:	Date*:
On behalf of: Event organiser/Organisation/Club	