



**Special Event Sign Application**

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Sign Installation Date: \_\_\_\_\_ Sign Removal Date: \_\_\_\_\_

**Organization Information**

Organization: _____
Contact Name: _____ Phone: _____
Email: _____ Website: _____
Organization Address: _____
City: _____ State: _____ Zip Code: _____

**Installation Company Information**

Company: _____
Contact Name: _____ Phone: _____
Email: _____ Website: _____

**Type and quantity of signs to be installed:**

Street Pole Banners

_____ Historic
_____ Shoebox
_____ 3x5
_____ Total

Sidewalk Decals

_____ Total # of Decals
_____ Length (Inches)
_____ Width (Inches)

Other

_____ Total Quantity
Please describe your other signage by attaching an additional description page to your application.

By signing below, I agree to the terms outlined within this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_





## **CITY OF JACKSONVILLE TEMPORARY SIGN/BANNER/DECAL TERMS:**

### **Application Process**

- Eligibility to receive a permit to install signs/banners or decals within the City of Jacksonville is governed by Section 656.1334 of the Sign Ordinance Code.
- Signs/banners or decals in association with a special event or activity such as, but not limited to festivals, parades, runs, expos, concerts, and sporting activities are eligible for placement. The placement of signs/banners or decals for the purpose of commercial (i.e. product or service) advertising will not be allowed. It is up to the city's discretion as to what is considered commercial content.
- The application shall contain information as to the exact quantity and proposed location of all signs/banners or decals to be hung, the desired install and strike dates and a copy of the sign/banner or decal design. No applications will be reviewed without all required information.
- Applicants must make their own arrangements for the design of signs/banners or decals, printing and hanging of signs/banners or decals. All sign/banner or decal artwork and design must be received via email to [eventpermit@coj.net](mailto:eventpermit@coj.net) at least three (3) weeks prior to the desired installation date.
- All applications for a sign/banner or decal permit shall be submitted to the Office of Special Events via email to [eventpermit@coj.net](mailto:eventpermit@coj.net) at least forty-five (45) days prior to the date of desired sign/banner or decal installation.

### **Permit Issuance & Requirements**

- Upon approval of the application, the Office of Special Events shall issue a permit for the installation of all requested signs/banners or decals at the location(s) named in the application.
- If a permit is denied, the applicant may make any necessary changes and resubmit the application if thirty (30) days prior to the desired installation date.
- All street pole banners must be printed at the sizes noted (see attached page). If banners are not the correct size, they will not be hung and applicant must provide corrected banners, if time allows.
- All banners must be printed on a lightweight, durable, weatherproof material (i.e. canvas, 16-ounce vinyl, etc.) with appropriate wind ventilation. Please see attachment for banner sizes.
- The Material Safety Data Sheet (MSDS) must be submitted with the application if sidewalk decals will be used. Sidewalk decal material must be non-skid.



- The identification of commercial sponsors shall not exceed five (5) percent of the lower portion of the signs/banners or decals (just above the bottom area), and shall be limited to the name or logo of sponsors.
- An event shall not be issued a sign/banner or decal permit until at least 180 days after the same permitted event.
- All applications must be submitted with a current certificate of insurance from the applicant.

#### **Installation & Removal**

- All signs/banners or decals must be down within three (3) business days following the event.
- The City of Jacksonville may require removal of the signs/banners or decals at any time if necessary to protect public health, safety and welfare, or if the city requires the use of the street poles or sidewalks.
- It is the responsibility of the applicant to notify any residence or businesses that may be impacted by the placement of signs/banners or decals.

#### **Responsible Parties**

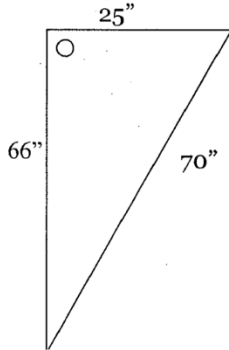
- The applicant shall be responsible for all costs associated with designing, printing, installing, maintaining, and striking all signs/banners or decals.
- Any permanent sign that is moved or removed during the installation is the responsibility of the applicant while it is down and must be replaced in the same fashion. The applicant will be responsible for any sign that is not replaced properly.
- City of Jacksonville and the Office of Special Events will not be held responsible for any damaged, lost or stolen signs/banners or decals under any circumstances.
- To insure signs/banners or decals remain safe and attractive, the applicant and the City of Jacksonville sign representative will be responsible for monitoring and maintaining the signs/banners or decals. If a sign/banner or decal needs to be repaired or removed, the Office of Special Events will contact the organization. All associated costs will be the

#### **Helpful Tips**

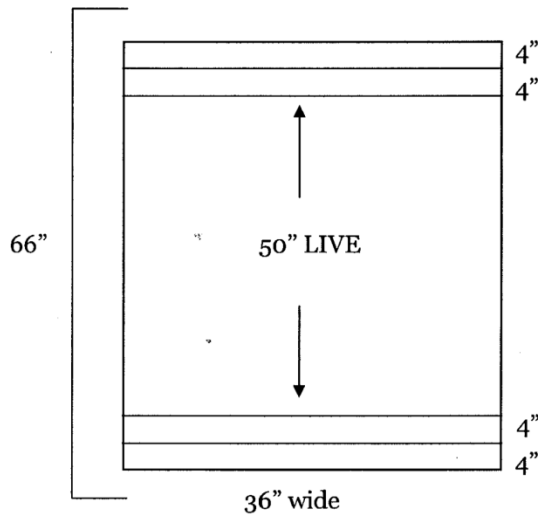
- Please remember that the majority of people who view your street pole banners will be driving, so bold, simple and colorful designs are most effective.

## Street Pole Banners

### Blue Poles (Southbank)

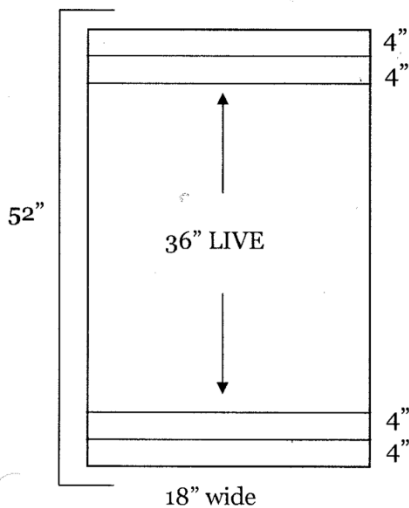


3 x 5



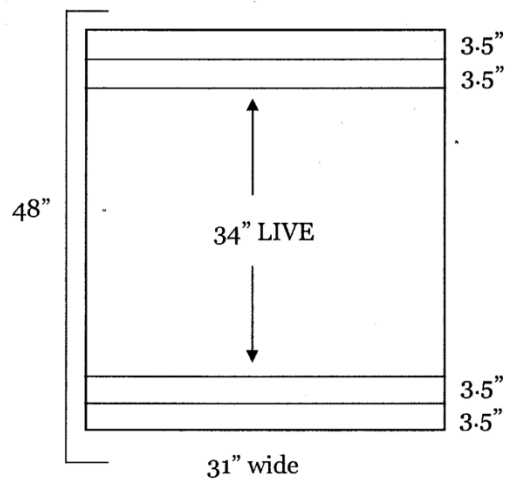
36" x 58" Finished with 1 top pocket and 1 bottom pocket

### Historical



18" x 44" Finished with 1 top pocket and 1 bottom pocket

### Shoobox (Sports Complex)



31" x 41" Finished with 1 top pocket and 1 bottom pocket



## EXHIBIT A INDEMNIFICATION

Applicant shall hold harmless, indemnify, and defend the City of Jacksonville and City's members, officers, officials, employees and agents (collectively the "Indemnified Parties") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Parties that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Parties' performance of the Contract, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and

3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services, any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Parties shall, immediately, make every reasonable effort to secure within 60 days, for the Indemnified Parties a license, authorizing the continued use of the Service or product. If the Indemnifying Parties fail to secure such a license for the Indemnified Parties, then the Indemnifying Parties shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to Buyer, so that the Service or product is non-infringing.

If an Indemnifying Party exercises its rights under this Contract, the Indemnifying Party will (1) provide reasonable notice to the Indemnified Parties of the applicable claim or liability, and (2) allow Indemnified Parties, at their own expense, to participate in the litigation of such claim or liability to protect their interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by any insurance provided pursuant to the Contract or otherwise. Such terms of indemnity shall survive the expiration or termination of the Contract.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.



**EXHIBIT B  
INSURANCE REQUIREMENTS**

Without limiting its liability under this Contract, Applicant shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Applicant shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

**Insurance Coverages**

Schedule	Limits
<b>Worker’s Compensation Employer’s Liability</b>	Florida Statutory Coverage \$ 100,000 Each Accident \$ 500,000 Disease Policy Limit \$ 100,000 Each Employee/Disease

This insurance shall cover the Applicant (and, to the extent they are not otherwise insured, its subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers’ Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers’ Compensation Act, where appropriate, coverage is to be included for the Federal Employers’ Liability Act, USL&H and Jones, and any other applicable federal or state law.

<b>Commercial General Liability</b>	\$2,000,000	General Aggregate
	\$2,000,000	Products & Comp. Ops. Agg.
	\$1,000,000	Personal/Advertising Injury
	\$1,000,000	Each Occurrence
	\$ 50,000	Fire Damage
	\$ 5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the City’s Office of Insurance and Risk Management. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

**Automobile Liability** \$1,000,000 Each Occurrence – Combined Single Limit  
(Coverage for all automobiles, owned, hired or non-owned used in performance of the Services)

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA0001) as filed for use in the State of Florida without any restrictive endorsements other than those which are required by the State of Florida, or equivalent manuscript form, must be attached to the policy equivalent endorsement as filed with ISO (i.e., mandatory endorsement).



### **Additional Insurance Provisions**

- A. Additional Insured: All insurance except Worker's Compensation shall be endorsed to name the City of Jacksonville and City's members, officials, officers, employees and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and CG2037, Automobile Liability CA2048.
- B. Waiver of Subrogation. All required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the City of Jacksonville and its members, officials, officers employees and agents.
- C. Applicant's Insurance Primary. The insurance provided by the Applicant shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the City or any City members, officials, officers, employees and agents.
- D. Deductible or Self-Insured Retention Provisions. All deductibles and self-insured retentions associated with coverages required for compliance with this Contract shall remain the sole and exclusive responsibility of the named insured Applicant. Under no circumstances will the City of Jacksonville and its members, officers, directors, employees, representatives, and agents be responsible for paying any deductible or self-insured retentions related to this Contract.
- E. Applicant's Insurance Additional Remedy. Compliance with the insurance requirements of this Contract shall not limit the liability of the Applicant or its Subcontractors, employees or agents to the City or others. Any remedy provided to City or City's members, officials, officers, employees or agents shall be in addition to and not in lieu of any other remedy available under this Contract or otherwise.
- F. Waiver/Estoppel. Neither approval by City nor failure to disapprove the insurance furnished by Applicant shall relieve Applicant of Applicant's full responsibility to provide insurance as required under this Contract.
- G. Certificates of Insurance. Applicant shall provide the City Certificates of Insurance that shows the corresponding City Contract Number in the Description, if known, Additional Insureds as provided above and waivers of subrogation. The certificates of insurance shall be mailed to the City of Jacksonville (Attention: Chief of Risk Management), 117 W. Duval Street, Suite 335, Jacksonville, Florida 32202.
- H. Carrier Qualifications. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to chapter 624, Florida State or a company that is declared as an approved Surplus Lines carrier under Chapter 626 Florida Statutes. Such Insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.
- I. Notice. The Applicant shall provide an endorsement issued by the insurer to provide the City thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including expiration or non-renewal. If such endorsement is not available then the Applicant, as applicable, shall provide said a thirty (30) days written notice of any change in the above coverages or limits, coverage being suspended, voided, cancelled, including expiration or non-renewal.
- J. Survival. Anything to the contrary notwithstanding, the liabilities of the Applicant under this Contract shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.





K. Additional Insurance. Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City may reasonably require additional insurance coverages in amounts responsive to those liabilities, which may or may not require that the City also be named as an additional insured.

\*\*Certificate of insurance must include the following in the description of operations box: Installation of (signs/banners/decals), (list locations), and dates (dates must be from installation through removal).