

# Transit Poster Application



## CMHC Granville Island Public Affairs & Programming Transit Posters

Area: Public Affairs & Programming  
Date: October 19, 2016  
Topic: **Transit Shelter Event Posters** at various locations on Granville Island  
Responsibility: Manager, Public Affairs and Programming

### **Authorization**

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#### **1.0 Purpose**

To outline Granville Island policy and procedure on the scheduling, installation and strike of cultural event transit posters at various locations on Granville Island.

#### **2.0 Policy**

- 2.1 The transit shelter poster space is to be used for the display of promotional posters advertising Granville Island cultural and recreational events all year.
- 2.2 Event producers requesting use of this space are asked to provide event details, preferred display dates and proposed design when submitting the attached application form.
- 2.3 Poster copy and graphics must be approved by the Granville Island Public Affairs & Programming department prior to poster installation.
- 2.4 Posters are generally installed and taken down on Monday mornings (excluding holidays). It is the responsibility of the event coordinator to ensure that posters are delivered to the **Granville Island Maintenance Shop (1397 Cartwright Street, across from Festival House) by 3pm on the Friday prior to the scheduled Monday installation.**
- 2.5 The poster size is **48 inches wide x 72 inches long**. Lamination is strongly suggested as the transit shelters are not waterproof.
- 2.6 Usage of transit shelter poster space is limited to two-week increments beginning and ending on Mondays. A poster placement extension may be possible for events running longer than two weeks, provided space is available. All assignments and extensions are at the discretion of Granville Island Public Affairs & Programming. Should events create timing conflicts for use of the space, Granville Island sponsored events (e.g. annual cultural events, such as festivals) shall take precedence. Note that display space is otherwise allotted on a first-come, first-served basis.
- 2.7 Following the removal of the posters, it is the responsibility of the event coordinator to ensure that the posters are picked up from the Granville Island Maintenance Shop no later than 72 hours afterwards. Failure to do so will result in disposal of the posters.
- 2.8 **Transit shelter poster space locations/display durations are never guaranteed. CMHC Granville Island Management may remove any poster at its discretion without notice.**
- 2.9 Granville Island Management assumes no responsibility for loss or damage to any materials or bodily injury, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of any of the above.

# Transit Poster Application Form



**Applicant Information**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (Bus.) \_\_\_\_\_ (Fax) \_\_\_\_\_ (email) \_\_\_\_\_

Extension: \_\_\_\_\_

**Transit Poster information**

Number of posters to be submitted (maximum of 2): \_\_\_\_\_

Dates requested: from: \_\_\_\_\_ to: \_\_\_\_\_

Event to be promoted: \_\_\_\_\_

Date(s) of event: from: \_\_\_\_\_ to: \_\_\_\_\_

Description (poster copy & design\*): \_\_\_\_\_

*\*Print copy and design graphics must be approved by CMHC Granville Island, Public Affairs & Programming prior to installation*

Poster design attached? \_\_\_\_\_

Names of sponsors appearing on the poster: \_\_\_\_\_

**Technical specifications**

- Poster size is 48 inches wide X 72 inches long
- Lamination is strongly recommended as the transit shelters are not waterproof
- **NOTE: Posters are to be delivered to the CMHC Granville Island Maintenance Shop (1397 Cartwright Street across from Festival House) by 3 pm on the Friday prior to the scheduled Monday installation**

**For Office Use Only**

Poster design received?

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

Notes:

Approved: YES NO

**Return completed application to:**

CMHC Granville Island, Public Affairs & Programming  
 1661 Duranleau Street, Vancouver, BC, V6H 3S3