

CITY OF NOBLESVILLE ELECTRONIC INFORMATION DISPLAY USER REQUEST FORM

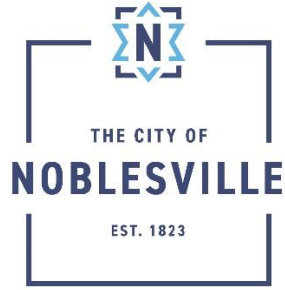
The electronic information display on the City Hall grounds is intended primarily for the use of non-profit and community organizations located in the City of Noblesville. Messages may include the promotion of community events, attractions, activities, programs, and others of the like (see page 3 for guidelines).

Messages are repeated at least once every hour, twenty-four hours a day, and seven days a week. As many as 20,000 vehicles per day pass the information display. The fee is \$25.00 for a single message for up to one calendar month or any portion of a month. An organization may display up to five different messages per calendar month, or a portion of a month, for the fee of \$25.00 per message. Messages are not able to be displayed prior to one month before the event.

INSTRUCTIONS: For each different message to be displayed, complete this form and attach a check or money order for \$25.00 for each message and forward it to the City of Noblesville, attention Gretchen Meitzler or Tera Tietjens, 16 S. 10th Street, Noblesville, IN 46060 or email gmeitzler@noblesville.in.us or ttietjens@noblesville.in.us , **by Wednesday 4:30 p.m. for appearance on the sign the following week.** Make checks payable to the **City of Noblesville**. Please call (317) 776-6324 if you have any questions. The City must receive payment in full at the time of the request. Your message may need to be edited or abbreviated to meet electronic display formatting requirements or city standards. Availability is on a first-come, first-served basis. The City reserves the right to edit, refuse, or delete messages. The City will determine when requested messages will be displayed. The display will be posted within one week of requested posting.

RELEASE: The user hereby releases the City of Noblesville, its officers, officials, employees, agents and assigns from any and all liability which may be associated with the display of information on the electronic information display, including, but not limited to, any failure to perform by the City of Noblesville.

Organization: _____		
Street Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Email: _____	
Contact Person: _____		
Title: _____		
Signature: _____	Date: _____	

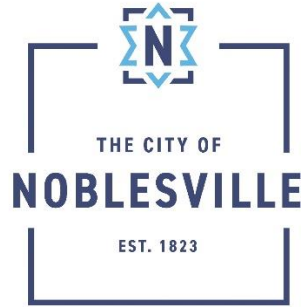


**CITY OF NOBLESVILLE
ELECTRONIC INFORMATION DISPLAY
USER REQUEST FORM**

MESSAGE: Please provide the beginning and ending dates and the text of the message in the spaces provided below. Your message should be limited to 3 lines and 70 characters total (including spaces) for best viewing capability. One or more available standard graphics may be included as part of your message. Submit additional copies of this form along with additional fee payments if you are requesting more than one message.

<u>Start Date:</u>	<u>Remove Date:</u>
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Line 1	
Line 2	
Line 3	



CITY OF NOBLESVILLE ELECTRONIC INFORMATION DISPLAY GUIDELINES FOR USE

1. The electronic information display is used to communicate information of interest to Noblesville residents and visitors. Care is taken to ensure that all electronic information messages are in good taste and appropriate for display on a municipally owned electronic sign.
2. Electronic information display messages may not include items of a personal nature, advertisements for individual for-profit firms or organizations, religious (church services), or political messages or images.
3. The electronic information display may be used for messages by local, non-profit & community organizations serving the Noblesville community. **Examples include: promotion of community events, attractions, activities and programs.** The information display is available for public health and safety messages from outside organizations.
4. The electronic information display may be used to announce fund raising events, but not specific requests for contributions for individual programs or organizations.
5. Standard graphic images can be used with messages and are recommended.
File types: JPG, GIF, BMP (must be in RGB format, not CMYK).
Preferred size: 160 X 600 (minimum of 200 pixels, more is better).
6. Suggestions for formatting your message:
 - To improve legibility, messages should be kept as brief as possible.
 - Messages are limited to one frame to ensure they can be read by passing motorists.
 - Use simple, easy to understand words.
 - Avoid using several acronyms and abbreviations in one frame.
7. The City of Noblesville has the right to add/modify/delete guidelines at any time. The information display is a new addition to the City and adjustments may be made to the guidelines at any time as deemed necessary.