
BAYLOR CHAMBER **BANNER** **POLICY**

REVISED SUMMER 2019



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Section 1 – Products

Banners

1. All banners follow standard dimensions of 17' x 4' and come printed on 10 oz Vinyl using premium, environmentally-friendly ink.
2. All banners are mounted on ¾" manilla rope.
3. Each banner is billed at \$100 *per unit*, including ink. Additional charges may apply, per **Section 3**.

Billboards

1. All billboards follow standard dimensions of 8' x 4' and come printed on 10 oz Vinyl, using premium environmentally-friendly ink.
2. All billboards are mounted on ½" plywood.
3. Each billboard is billed \$65 *per unit*, including ink. Additional charges may apply, per **Section 3**.

Section 2 – Locations

Standard Display Locations

1. Billboard locations are as follows:
 - Fountain Mall at 3rd, 5th streets.
 - Waco Hall
 - Foster Campus for Business and Innovation
 - Penland Crossroads
 - Student Life Center
 - Tidwell Bible Building
 - Student Tailgate
2. Banner locations are as follows:
 - Vara Martin Daniel Plaza
 - Founders Mall
 - Penland Tennis Courts
 - 8th Street Parking Garage

Special Permissions

1. All location requests outside of those listed require prior approval. Special circumstances must be communicated within a 14-day advance.
2. No banners or billboards will be displayed off of campus property.

Section 3 – Fees

General Fees

1. The contracting organization shall pay the full amount as designated on the Banner Request Form, with any additional costs including but not limited to, late fees, rush-order fees, design fees, and display extension fees
2. Payment is due at the time of order submission, seven (7) days prior to display at minimum.
3. Payments are to be made by purchase-card. Requests to pay via cash or check may be submitted via email to the designated Chamber representative prior to the seven (7) day cutoff period. Upon approval, payment by cash or check is due seven (7) days prior to display.

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Section 3 – Cont.

General Fees - continued

4. Failure to submit payment prior to the seven (7) day cutoff will result in applicable late fees, rush-fees, and/or order cancellation.
5. Special pricing and/or policy exceptions fall to the judgement of the designated Chamber representative.

Section 4 – Design

All designs are to follow the standard design requirements as outlined below:

Banners

- Dimensions of 5100x1200 pixels
- CMYK Color Profile
- Export to High Quality PDF

Billboards

- Dimensions of 2400x1200 pixels
- CMYK Color Profile
- Export to High Quality PDF

All designs are *subject to disapproval* under the judgement of the designated Chamber representative. In the event that a design is not approved, the customer will be asked to make necessary changes within a three (3) day period. Failure to submit design revisions within this (3) day period will result in order cancellation and a full refund.

Section 5 – Print Quality

General Expectations

1. The Chamber is not held responsible for reviewing file quality prior to print.
2. Customers will be held liable for any errors in print quality that fall from a customer-provided design.
3. In the event of a misprint, reprints may be available at a discounted rate subject to availability.

To ensure high-quality printing, follow standard design requirements as outlined in **Section 4**. Photoshop templates are available for download on the Banner Program website home page.

Section 6 – Display

1. The Chamber will print, prepare, and display any banners and/or billboards prior to the first day of display, as specified by the contracting organization on the Banner Request Form.
2. In the event of extenuating circumstances such as, but not limited to, weather, power outages, scheduling conflicts, etc., the designated Chamber representative will contact the contracting organization and notify them at his or her earliest convenience.
3. No banners or billboards will be mounted on weekends. Banners and billboards will only be mounted Sunday evening through Friday evening. Special circumstances must be communicated within a 14-day advance.
4. Property of the banner is that of the Chamber, not the Contracting Organization. Therefore, theft or vandalism of any banner or billboard is considered theft/vandalism of the Baylor Chamber of Commerce and therefore Baylor University. For more information see **Section 8**.

Section 7 – Disposal

1. All banner and/or billboard prints will be recycled following the final date of display.
2. Any special requests to keep a print following display must be submitted at the time of purchase, no later than seven (7) days prior to display.
3. In the event of non-disposal, the Chamber is not responsible for damages including, but not limited to, rips, tears, scratches, and dirt.
4. Any banner and/or billboard prints released to an organization following display may not be used for on-campus publicity. The print(s) may be used at the time of the contracting organization's advertised event unless such event takes place outdoors on campus.

Section 8 - Vandalism and Theft

1. The Chamber is not responsible for vandalism or theft of publicity and will not cover associated replacement costs for contracting organizations.
2. Any vandalism or theft must be reported to the Baylor Police Department. This report will be placed on the day that the designated Chamber representative is notified of vandalism or theft.
3. Banners and Billboard produced by the Chamber are considered property of the Chamber, not the Contracting Organization. Therefore, theft or vandalism of any banner or billboard is considered theft or vandalism of the Baylor Chamber of Commerce and therefore Baylor University. In the result of theft or vandalism, procedures will be followed as outlined by the *Baylor University Police Department* and the *Baylor Student Code of Conduct*.
4. Any remaining parts of the banner and/or billboard will be removed and stored immediately.
5. Following vandalism or theft, replacement prints may be offered at a discounted rate, per approval or the designated Chamber representative.

The Baylor University Police Department may be reached at (254) 710-2211. Following vandalism or theft, replacement prints may be offered at a discounted rate, per approval or the designated Chamber representative.