



Naperville Park District Community Event Sign Requirements

Eligibility:

Reserved for Naperville-based not-for-profit groups sponsoring an event that is open to the community. The primary purpose of the event cannot be for private or commercial gain.

Application:

An organization may apply anytime within the calendar year. Reservations for the following calendar year are determined on or around November 1. Organizations are limited to one application per event, with a total of two applications submitted per calendar year. Requests for additional reservations may be submitted and will be accommodated if space is available. Please fill out and submit the Community Event Sign application.

Fee:

One week, one side: \$100; One week, two sides: \$150; Two weeks, one side: \$150.

Cancellation:

Please notify the Naperville Park District of a cancellation no less than two weeks prior to the installation of your sign in order to receive a refund. No refunds will be issued for signs that are not delivered for the reserved time.

Specifications:

The intent is to provide a visually pleasing sign through the use of graphics, color and lettering.

The 8' wide x 4' high sign must be printed on 4mm Coroplast. Any local sign company will have this material. The frame covers 2" on top and bottom and 5.5" on the right and left of the sign. The viewable area is 85"x44" so sign designs should be formatted accordingly.

A proposed draft of your sign design must be submitted to the Naperville Park District for approval at least one month in advance of your scheduled advertising date. Please email your draft design to bguhl@napervilleparks.org for review and approval.

Drop-off/Pick-up

Please deliver your sign to 421 W. Martin Ave. at the Park District's maintenance garage behind the Barn Recreation Center between 7:30 a.m. and 3:30 p.m., Monday-Friday. All signs are installed on a Monday. If the Monday of a given week is a holiday, the sign will be installed on Tuesday. Please drop off your sign a minimum of one week before your scheduled date.

Please pick up the sign no later than one week after the sign is scheduled to be removed. If you do not pick up your sign within one week, park staff will dispose of it.

NEW! Community Event Signs That Are Reused Each Year

The Naperville Park District cannot update your sign if a date or other information changes. It is your responsibility to have a sign company create a patch that they can install or you also may have a new sign created.

If you have any questions, please contact Brian Guhl at bguhl@napervilleparks.org.