



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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www.villageofglencoe.org

Community Poster (Kiosk) Application

You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form.

This application is for posters to be displayed in the community kiosks located at the southwest corner of Green Bay Road and Park Avenue, and/or one of three kiosks located in the downtown (see locations listed below). The kiosks provide opportunities to enhance the downtown central business district and to inform Village residents and visitors about the Village, its institutions and various civic events. All posters must be approved by the Village Manager's Office and posted by Village personnel only.

Section A: Eligibility and Policy

Posters promoting or celebrating the Village, its institutions, or announcing a community-wide civic event may be permitted for display in the Village's kiosks within the parameters set by this application.

Posters that promote or celebrate the Village include those that:

- Promote an organization or program subsidized or sponsored by the Village;
- Identify the downtown central business district;
- Are donated by the chamber of commerce or a retailers association that promote the downtown shopping district;
- Are for significant events or institutions that are sponsored by the state or federal government and have unique ties to the Village; and

Civic institutions include significant Glencoe-specific cultural institutions, such as the Chicago Botanic Garden or Writers Theatre, important community institutions, such as schools and houses of worship; and direct-service charitable organizations with a presence in the community. Civic events are events that are open to the public generally, for free or for nominal cost, including Village-sponsored activities and events; fund-raising events on behalf of (i) not-for-profit charitable organization which engage in direct service charitable work, e.g. Boys and Girls Club, or are umbrella fundraising organizations for such work, e.g. United Way, or (ii) associations devoted to research on and support for patients with various diseases, e.g. the Leukemia Society.

No posters may be displayed for the purpose of commercial advertising or for promoting any political or social advocacy organization or political or religious message.

All posters shall be approved by the Village Manager's Office, subject to the following provisions:

1. A completed application along with a preview of the proposed poster should be submitted for staff review. Applications should be submitted to the Village Manager's Office or via the email to info@villageofglencoe.org.
2. As possible, posters should not be date sensitive to ensure flexibility and possible re-use.
3. Village posters and community organization posters will be scheduled for display on a first come, first served basis. The final completed application should be received at least one month prior to requested dates of display. The

Village’s own posters shall be given priority over all other poster requests, regardless of the date that such requests were received, and any conflict in the poster display schedule may be resolved in favor of the Village.

4. Posters must be delivered to the Village Manager’s Office, located at 675 Village Court, during business hours (Monday – Friday, 8 a.m. – 4 p.m.) at least one (1) week prior to the dates approved by Village staff.
5. After posters have been displayed, they will be removed, and organizations will be notified to collect the posters. Organizations must pick up posters within ten (10) business days from the date of the notification. The Village does not store posters, and at the conclusion of the ten (10) day pick-up period, posters may be discarded if there is no response from the organization with an intent to pick up said poster. Posters must be picked up at the Village Manager’s Office, located at 675 Village Court, during business hours (Monday – Friday, 8 a.m. – 4 p.m.)
6. The Village is not responsible for any lost, damaged or misplaced posters.

Section B: General Information of Applicant and Poster

Event Date (if applicable): _____ Display Poster Between: _____ and _____

Name of Event or Community Program:

Please provide a mock-up of the poster with this application.

Name of Organization:

Organization Address:

Applicant’s Name:

Phone:

E-mail:

Section C: Kiosk Selection and Poster Specifications

Downtown Kiosks (*select one kiosk*):

You may preference the downtown kiosk in which you would like to display a poster, subject to availability. For the two-sided kiosks, you may display a poster on only one side of the kiosk.

- Park/Vernon (northeast corner) – Two-sided, weather protected
- Park/Village Court (southeast corner) – Two-sided, weather protected
- Green Bay Road at Metra pedestrian crossing (west side of Green Bay Road) – One-sided, weather protected

Poster specifications: Posters should be 22” wide x 34” high and ½” thick and made of corrugated plastic. ***The display case is magnetic, please adhere magnetic strips to the back of your poster.***



Figure 1 - Example of Downtown Kiosks (pictured is the kiosk at Park/Village Court)

Three-panel Kiosk at Park/Green Bay (southwest corner):

The community kiosk located at the southeast corner of Green Bay Road and Park Avenue will hold three posters. You may apply to display one poster in this kiosk in addition to the downtown kiosks if desired (subject to availability).

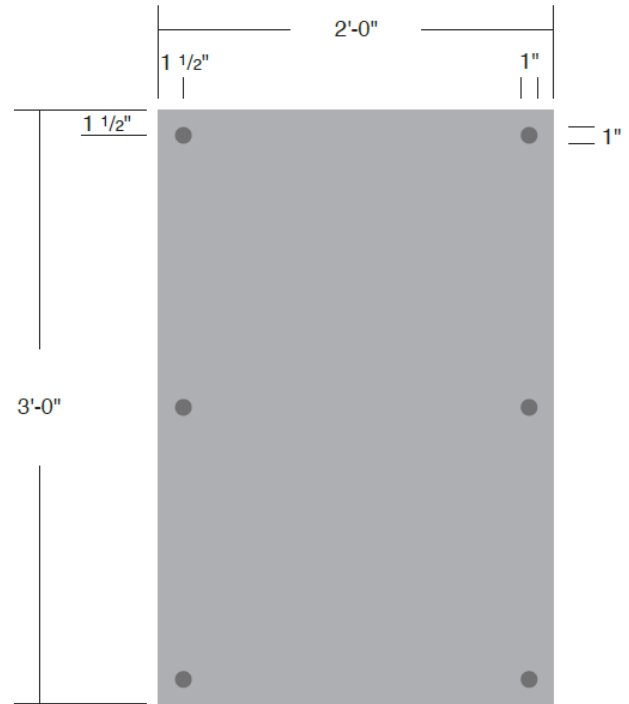
Poster specifications: Posters should be 24" wide x 36" high, 1/4" thick and made of corrugated plastic, PVC material or ACM material*. The poster should be designed with a 2" margin around the entire poster to allow for Public Works to drill grommet holes on the poster (a total of 6 holes will be inserted - pictured) – therefore keep text or important design out of this margin to avoid it being eliminated. We recommend providing this application and graphic (pictured) to your printer to ensure accuracy. The printer may contact the Village with questions. Posters are not weather protected in this kiosk.

*Posters made of PVC material or ACM material (which is a thin aluminum composite material), are slightly more expensive than corrugated plastic but withstand weather elements and are longer lasting – best for posters intended to be reused several times.

Kiosk at Park/Green Bay



Figure 2 - three panel kiosk display at Green Bay Road and Park Avenue.



Section D: Acknowledgement and Signature

I, the undersigned, agree to the guidelines and provisions listed on the back of this form.

Signature: _____ Date: _____

Please e-mail, mail, fax or deliver this form with a mock-up of your poster design, and any other supporting material to:

Village Manager’s Office
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111 | Fax: (847) 835-1785 | E-mail: info@villageofglencoe.org